

Seneca-Cayuga Tobacco Company Part-time Receptionist

The Seneca-Cayuga Tobacco Company is accepting applications for a Part-time Receptionist. The Receptionist part-time position under the direct supervision of the General Manager. This position performs general clerical and typing duties as support for the Seneca-Cayuga Tobacco Company. The Receptionist will be responsible for handling all incoming calls, transferring calls to the appropriate staff person, and announce visitors. The Receptionist is responsible for greeting and directing all visitors, including vendors, clients, job candidates, and customers. Perform a variety of clerical duties to include, but not limited to; sorting and preparing incoming and outgoing mail, filing, copying, and faxing.

Must have knowledge of operating office equipment. Must possess a High School Diploma or GED. Minimum of one (1) year clerical experience. Must have knowledge of document imaging/scanning hardware and software, and experience creating electronic copies of documents. Applicants must possess strong computer skills. Applicants must be willing to accept all other appropriate duties assimilated with the position as assigned.

The Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at www.sctribe.com. Resumes and applications may be submitted to Human Resources or by email to cbrown@sctribe.com or to clewis@sctribe.com. Tribal/Indian Preference will be observed. Posted until filled.

9/15/2022