



JOB POSTING

Applications are available at 23701 S. 655 Rd Grove, OK 74344.
Applications may be submitted to the Human Resources Department, Carol J. Brown,
email cbrown@sctribe.com.

**JOB TITLE - Receptionist
POSTING**

DEPARTMENT: Tobacco Company - Reports directly to the Tobacco General Manager
LOCATION: Grove, OK

One (1) Full Time Position

REQUIREMENTS: Performs general clerical and typing duties as support for the Seneca Cayuga Tribal Tobacco Company. The Receptionist will be responsible for handling all incoming calls, transferring calls to appropriate staff person, and announce visitors. The Receptionist is responsible for greeting and directing all visitors , including vendors, clients, job candidates and customers. **Tribal/Indian Preference will be observed.**

EFFECTIVE DATE OF OPENING: 4/26/2023 CLOSSES: 5/3/2023 Or Until Filled.

FULL TIME – BENEFITS AVAILABLE
 PART TIME – NO BENEFITS

A **REQUEST FOR TRANSFER FORM** IS AVAILABLE IN THE HUMAN RESOURCES OFFICE FOR CURRENT EMPLOYEES WHO ARE INTERESTED IN APPLYING FOR THIS POSITION.