



Picayune Rancheria of the Chukchansi Indians

49260 Chapel Hill Drive, PO Box 2226

Oakhurst, CA 93614

(559) 412-5590 – FAX (559) 400-0340

Chukchansi Sovereign Enterprises

POSITION DESCRIPTION – EXECUTIVE ADMINISTRATIVE ASSISTANT

Reports To: Chief Executive Officer

Department: Chukchansi Sovereign Enterprise

Status: Exempt

Salary Range: DOE

SUMMARY AND SCOPE:

The Executive Administrative Assistant will be supporting the CEO of CSE. The incumbent will manage mostly business-related tasks for the CEO such as creating reports, organizing travel and accommodation, taking minutes, transcribing, and other organizational tasks. To do this role properly the incumbent should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems, and have experience as an executive or administration assistant in the past.

PRIMARY RESPONSIBILITIES:

- Preparing, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, contracts, and operating documents etc.
- Researching and conducting data to prepare documents for review and presentation by the CEO, managers, other employees of CSE.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Be able to transcribe thoughts, speech, or data into written or printed form.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives.
- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting, and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.
- Maintain strict confidentiality and act professionally when representing the tribe.
- Perform other duties assigned.

MINIMUM QUALIFICATIONS:

- High school diploma. AA degree preferred
- Must have two years of verifiable, successful work experience as an administrator or in a position of equal level of responsibility.
- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of the entire MS Office suite
- Experience with computers, spreadsheets, and word processing.
- Should be able to effectively make public presentations when required.
- Ability to organize a daily workload by priorities.
- Be able to work overtime.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communication skills.
- Must have a valid Driver's license.
- Must successfully complete a background investigation and pre-employment drug/alcohol screen.

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
 - Cover Letter and Resume
 - Documentation of completion of Education
 - If claiming Tribal Preference, please provide proof of Tribal Identification
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- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.
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- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Employee Signature)

(Date)

(Human Resources Representative Signature)

(Date)