

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294



• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band

MINNESOTA

Fond du Lac Band
Mille Lacs Band

Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

JOB ANNOUNCEMENT

TITLE: Receptionist
DEPARTMENT: Administration
POSTING DATE: April 5, 2019
CLOSING DATE: April 22, 2019
CLASSIFICATION: Permanent, Full-Time
SALARY: Starting Salary Range: \$27,705 – \$31,401 (Dependent on Qualifications). Note: Position has been classified as 50% tax exempt for qualified tribal members under Internal Revenue Code §7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities. Benefits include health insurance, retirement plan, cafeteria plan, disability insurance, and life insurance.

DUTIES AND RESPONSIBILITIES

Performs receptionist duties such as answering telephones, taking messages, and greeting visitors; Performs word processing duties in which the setup and terms are generally clear and follow standard patterns, drafts and/or routine word processing forms; Maintains daily sign-in form; Collects and distributes all incoming mail and processes all outgoing mail; Functions as the receiving clerk for GLIFWC's main office; Maintains cash receipt log of monies received through the mail system; Arranges, sorts, files, locates and extracts material from files; maintains Commission's chronological file system; Performs clerical work such as record keeping, filing, etc.; Assists staff with copying, collating, binding, addressing, and folding materials for various projects; Assists Administration staff with purchasing office supplies; Perform other related duties as assigned by the Deputy Administrator. Scheduled hours of work are from 8:00 a.m. – 4:00 p.m. Monday through Friday.

QUALIFICATIONS

Applicants must possess: High School Diploma, GED, or Certificate of Completion. In addition, applicants are required to demonstrate:

- Must be computer literate and proficient with Microsoft Office software (Word, Excel, Outlook)
- Experience in an office environment and the ability to use common office equipment (such as copiers, fax machines, postage machines, etc.)
- Must have the ability to answer telephones and accurately relay messages
- Great communication and interpersonal skills
- Must have a pleasant demeanor and maintain strict confidentiality
- Previous receptionist/clerical experience is preferred.
- Must have a valid driver's license and be insurable.
- Work or other relevant experience with Indian Tribes or governmental agencies preferred.
- Indian preference will be applied consistent with GLIFWC policies and the federal Indian Self Determination and Education Assistance Act (PL 93-638)

APPLICATION PROCEDURE

Submit a completed GLIFWC application for employment (available at: www.glifwc.org), letter of interest, resume, and three references to:

Keith Rolof, Deputy Administrator
Great Lakes Indian Fish & Wildlife Commission
72682 Maple Street, PO Box 9
Odanah, WI 54861

715-685-2145 (Phone)
krolof@glifwc.org