
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



POSTED: AUGUST 22, 2019

DEADLINE: SEPTEMBER 6, 2019

JOB DESCRIPTION

POSITION: Administrative Assistant

DEPARTMENT: LVD Housing

SUPERVISOR: LVD Housing Director

LOCATION: Lac Vieux Desert Reservation

EMPLOYMENT: Full time

SALARY/PAY RATE: \$15.38 - \$19.22

DESCRIPTION:

The Administrative Assistant is responsible for providing professional, confidential, and efficient day-to-day office support to the Housing Director. Creating, implementing, and enforcing consistent policies and procedures, and monitoring administrative projects needed by tenants and the director.

RESPONSIBILITIES:

- Answer phones, type, data entry.
- Collect and compile documents to maintain tenant files.
- Work directly with resident to necessary services.
- Provide resident training and move-in counseling.
- Process work orders in a timely manner.
- Coordinate with LVD billing procedures.
- Monitor accounts receivable and payable ledgers and journals.
- Maintain supplies and inventory; anticipating needs of tenants.
- Serve as advocate for tenants to prevent conflict.
- Work with the Housing Committee as directed by supervisor.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must have excellent organization, oral and written communication, and leadership skills.
- Bookkeeping and/ or accounting knowledge.

- Must be able to work independently and under pressure often juggling multiple projects with multiple deadlines simultaneously.
- Good judgment and independent decision-making
- Must be computer literate and have experience with software programs such as Microsoft Word, Excel, Power Point, etc.
- Must be able to pay close attention to detail and adhere to strict deadlines.
- Must be available in the event of a tenant emergency situation.
- Must have a valid driver's license and adequate automobile insurance coverage.

PREFERRED QUALIFICATIONS:

- Associate's Degree in Business
- Experience working with Native Americans or other culturally diverse or economically disadvantaged populations.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: May 19, 2017

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
P.O. Box 129, N5384 US 45
Watersmeet, MI 49969
Email: hr@lvdcasino.com
Website: <http://www.lvdcasino.com/Content/Careers.cfm>
Phone: 906-358-4226 Ext. 7318
Fax: 906-358-4913