



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Reception

Team: Administrative

Reports to: Senior Executive Assistant

Salary Status: Non-Exempt from Overtime

Salary Range: \$18.70 - \$21.67 DOE

Schedule: Full-Time, Regular

Last Revised: September 2024

The receptionist is responsible for first-line visitor contact, light administrative support, and backup for supply orders and mail processing.

Duties/Responsibilities:

- Opens and prepares the office for business by 8:00 AM.
- Closes and locks the office doors at the close of the business day.
- Answers phones and takes and distributes messages on the email system.
- Greets and provides information to visitors.
- Assists with general office tasks such as copying, faxing, and small administrative jobs.
- Maintains office machines such as copier, fax, postal, and coffee machines, ensuring supplies are stocked and maintained.
- Provides backup for mail processing & distribution.
- Maintains and distributes NVE food bank, including monthly reports.
- Orders office supplies for NVE employees.
- Assists with projects and events as needed.
- Assist with advertising and outreach as needed.
- Assist with Robocalls to Tribal members and other groups as needed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent organizational skills.
- Must have the ability to prioritize tasks and meet deadlines.
- Must be outgoing and personable with a desire to greet and assist people.
- Ability to communicate well with employees and management.
- Reliable with a strong work ethic.
- Must be proficient in basic math.
- Knowledge of Office Suite programs preferred.

Education and Experience:

- High school diploma or equivalent required.
- Training in administrative functions preferred.
- Office experience setting preferred.
- Current Alaska Driver's license with a clean driving record

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



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Physical Requirements:

- Regularly sit for long periods of time to complete tasks.
- Regularly bend, crouch, stand, move about to complete work.
- Typically lifts 25 lbs. to coordinate work.
- Regularly manipulate electronic data to gather, input, and otherwise coordinate work. Regularly use mental, oral, and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.
- Work completed in an administrative office

Disclaimer

NVE may assign or reassign duties and responsibilities to this job anytime. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date