



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Receptionist

Department: Administrative

Employment Status: Regular

Class: Part-Time

Location: Bartlesville, OK

Immediate Supervisor: Tribal Operations Manager

Date Prepared: 12/06/2022

GENERAL DESCRIPTION:

Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at Tribe; location of departments, offices, and employees within organization. This position will be part-time on Bartlesville campus. Hours will be 10:00 am – 3:00 pm.

QUALIFICATIONS:

High School Diploma or GED

Requires a high level of personal integrity and ethics

Requires a high level of problem solving and organization skills

Must be able to maintain confidentiality

Requires willingness and ability to learn new skills, including travel to conferences and training sessions.

Requires ability to use Microsoft Office Suite programs as well as Microsoft Project. Requires good interpersonal, communication and teamwork skills.

Requires excellent verbal and written communication skills

Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES;

Collect, sort, distribute and prepare mail, messages and courier deliveries.

File and maintain records.

Transmit information or documents to customers, using computer, mail, or facsimile machine.

Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.

Provide information about establishment such as location of departments or offices, employees within the organization, or services provided.

Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments.

Process and prepare memos, correspondence, travel vouchers, or other documents.

Schedule appointments, and maintain and update appointment calendars.

Perform administrative support tasks such as proofreading, transcribing handwritten information, and operating calculators or computers.