



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

**Position:** Receptionist

**Department:** Administration

**Employment Status:** Regular

**Class:** Full-Time

**Location:** Bartlesville, OK

**Immediate Supervisor:** Tribal Operations Manager

**Date Prepared:** 7/2/2018

---

### GENERAL DESCRIPTION:

Answers inquiries and obtains information for general public, customers, visitors, and other interested parties. Provides information regarding activities conducted at the tribe; location of departments, offices, and employees within the tribe.

### QUALIFICATIONS:

High school degree

Proven work experience as a Receptionist, Front Office Representative or similar role

Proficiency in Microsoft Office Suite

Hands-on experience with office equipment (e.g. fax machines and printers)

Professional attitude and appearance

Solid written and verbal communication skills

Ability to be resourceful and proactive when issues arise

Excellent organizational skills

Multitasking and time-management skills, with the ability to prioritize tasks

Customer service attitude

**DUTIES AND RESPONSIBILITIES:**

1. Greets persons entering establishment, determines nature and purpose of visit, and directs or escorts them to specific destinations.
2. Provides information about establishment such as location of departments or offices, employees within the organization, or services provided.
3. Operates telephone switchboard to answer, screen and forward calls, provides information, takes messages, and schedules appointments.
4. Collects, sorts, distributes and prepares mail, messages and courier deliveries.
5. Files and maintains records.
6. Transmits information or documents to customers, using computer, mail, or facsimile machine.
7. Processes and prepares memos, correspondence, travel vouchers, or other documents.
8. Performs administrative support tasks such as proofreading, transcribing handwritten information, and operating calculators or computers.
9. Orders office supplies on a routine basis.
10. Performs other duties assigned by Tribal Manager.

**CLOSING DATE:** COB 7/12/2018

**TO APPLY:** Please email resumes to [jexendine@delawaretribe.org](mailto:jexendine@delawaretribe.org) or fax to 918-337-6591 or mail to 5100 Tuxedo Blvd, Bartlesville OK 74006, with subject line of **Receptionist**. Applications and a Job Description can be found on this page. No phone calls please.

**Delaware Tribal/Native American preference will be observed.**