

## **Administrative Assistant**

**Deadline: October 20, 2018**

### **Job Description**

The Maine Indian Tribal State Commission (MITSC) is looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to the Managing Director and the Chair, assisting in daily office needs and managing the MITSC's general administrative activities.

The Administrative Assistant responsibilities include managing requests for information, making travel and meeting arrangements, preparing minutes, providing support in the publication and distribution of reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work to ensure the efficient and smooth day-to-day operation of the MITSC office.

Tribal Citizens are strongly encouraged to apply.

### **Responsibilities**

- Respond to and direct phone calls and emails
- Organize and schedule appointments
- Plan meetings and take minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Liaise with the Managing Director and the Chair to handle requests and queries from senior managers

### **Requirements**

- 2-3 years experience as an administrative assistant desirable
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Word, Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Part Time-18 hours a week. Salary: \$13.50—\$18.00 an hour commensurate with experience.

**The MITSC is an Equal Opportunity Employer.**