**Receptionist**

Job Description

**Job Summary:**

The Receptionist is responsible for performing general clerical tasks within the office that support daily operations. Duties include answering and transferring phone calls to appropriate staff, sorting, and delivering mail to employees, and greeting customers and visitors with a positive, helpful attitude.

**Reporting Relationship and Classification:**

The Receptionist is a non-supervisory, permanent, full-time position located in Kodiak, AK and is directly supervised by the Administrative Assistant.

**Duties and Responsibilities:**

* Answering phone calls, transferring calls as appropriate.
* Monitoring and ordering office and break room supplies.
* Responsible for keeping office equipment maintained and in good working order.
* Assist the Administrative Assistant in mass mailings including but not limited to quarterly Newsletter, enrollment correspondence, and Annual Elections.
* Establish/maintain office inventory log of all equipment.
* Provide support to the Administrative Assistant including coordinating appointments and events.
* Responsible for implementation of efficient office systems.
* Provide Administrative Assistant with maintenance of governmental documents providing they get signed, distributed, and filed accordingly.
* Responsible for incoming and outgoing mail, shipping, and receiving.
* Responsible for organization of common spaces for appearance and functionality.
* Be familiar with CLOVER application for taking payments for Alutiiq Boutique purchases.
* Serve as hydroponics cabinet back-up in absence of Hydroponics Technician.
* Assist in completion of special projects as assigned by supervisor.
* Maintain strict confidentiality in all matters.
* Maintain organized filing system for all correspondence.
* Other duties as may be assigned.

0.22

**DIG Afognak**

* Assisting in coordination and implementation of Dig Afognak logistics including but not limited to contacting camp participants/parents of travel schedules and/or changes, assisting in processing camp registrations and supply procurement.

**Minimum Requirements**

* Individual must convey excellent people skills, be a team player with the ability to work independently.
* Must be sensitive to community cultural values and knowledgeable of Kodiak’s native community.
* Basic typing skills.
* Must be willing to travel for training opportunities and/or conferences as needed.
* Basic knowledge of MS Word and Excel is required. Database experience is a plus.
* Individual must have excellent oral and written communication skills.
* Must be a high school graduate or equivalent and have a valid driver’s license with a clean driving record.
* Individual must work well under pressure to meet multiple and sometimes competing deadlines.
* Individual shall always demonstrate cooperative behavior with colleagues, supervisors, membership, and Council.
* Preference is given to qualified NVA Tribal Members or descendants.

NVA IS AN EQUAL OPPORTUNITY EMPLOYER. PREFERENCE IS EXTENDED TO QUALIFIED AMERICAN INDIAN/ALASKA NATIVE INDIVIDUALS FOR APPOINTMENTS TO ALL POSITIONS ON THE STAFF (PUBLIC LAW 93-638 INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT, INDIAN PREFERENCE ACT AND THE CIVIL RIGHTS ACT, 1968)