

**Upper Sioux Community  
Job Opportunity**

**I.H.S. and Social Services Administrative Assistant**

**Hours: Fulltime (Mon-Fri, 8AM-5PM)**

**Wage: \$13.50 per hour**

**Position Open Until Filled**

**Qualifications:**

- High School Diploma
- Administrative support or clerical experience preferred
- Must be able to maintain confidentiality (HIPAA)
- Knowledge of operating standard equipment
- Excellent written and verbal communication skills
- Must possess customer service skills both in person and over the phone
- Ability to prioritize projects and multitask
- Excellent attention to detail and must be organized
- Proficiency in MS Word, Excel, Publisher, and Outlook a must
- Must have current MN driver's license, proof of insurance
- Must be willing to submit to pre-employment background check and pre-employment drug test and random employee testing

**Position Responsibilities:**

- Answer and direct phone calls and visitors
- Provide general administrative and clerical support including mailings, scanning, faxing, and copying to I.H.S. and Social Service Staff
- Prepare and modify (if needed) documents for community mailings, community newsletter, and quarterly reports
- Maintain and update at all times member contact list
- Maintain the "in and out" board
- Maintain calendar boards in hallway and calendar board in conference room
- Order and maintain office and building supplies
- Maintain and organize copy room, storage rooms, breakroom, and conference room
- Maintain and organize notices on outside doors and bulletin boards
- Make coffee each morning for waiting room and discard at the end of each day
- Light housekeeping every once in a while, when needed
- Other duties as assigned or needed

Native American Preference Applies  
Applications are available on-line at  
[www.upperSiouxCommunity-nsn.gov](http://www.upperSiouxCommunity-nsn.gov)  
or at the Administration Building Reception