

## Vacancy Announcement

**POSITION:** Administrative Assistant/Property and Supply

**OPEN:** July 8, 2011

**CLOSES:** July 15, 2011

**SALARY:** \$8.50 per hour, depending on qualifications

**LOCATION:** Kickapoo Tribal Health Center, McLoud, Oklahoma

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### Position Summary:

This position is located in the Property and Supply Department, the selected incumbent will be required to perform clerical duties such as answering phone, setting up and maintain the filing, utilizing various computer software to complete duties, attends meetings as requested. Will be under the supervision of the Director of Property & Supply. Accepts duties as assigned by supervisor.

### Education Requirements:

- High School Diploma or equivalent
- 2 years experience in an office setting
- Must have general PC knowledge and experience including: Excel, windows, Microsoft word.
- Have the ability to accurately type a minimum of 50 wpm

### Required Skills:

- \* Very Good Communication Skills (verbal and written)
- \* Microsoft Office program experience
- \* Able to work independently and as a team member
- \* Ability to multi-task

### Mandatory Requirements:

- Must submit to and pass pre-employment and random drug screenings.
- Required to have an OSBI clearance.
- Must possess a valid Oklahoma State Drivers License.

**Indian Preference:** In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. **Equal Employment:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.

**Interested applicants should submit their resume detailing education, work experience, job related skills, certificates, etc. to the:**

**Kickapoo Tribal Health Center**

**ATTN: Human Resources**