

VACANCY ANNOUNCEMENT (In-house)

POSITION: Executive Assistant

OPEN: June 4, 2010

CLOSES: June 10, 2010

SALARY: Based on Experience

LOCATION: Kickapoo Tribal Health Center
McLoud, Oklahoma

Position Summary: The incumbent will provide a variety of clerical and administrative support to the Administrative offices of the Health Director.

Education Requirement and Qualifications:

- Must be knowledgeable of Microsoft office
- Must have good public relation skills, and ability to interact with clients and staff in a cooperative and professional manner.
- Must be able to pass a criminal background check
- Must have a Oklahoma State Drivers License.

“All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment as an employee”

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Interested applicants should submit their resume detailing education, work experience, job related skills, certificates, etc. to the Kickapoo Tribal Health Center, Attention: Human Resources, P.O. Box 1360, McLoud, Oklahoma 74851 or email resume to cherylkto@yahoo.com.

The Kickapoo Tribal Health Center is a Drug-free Workplace