



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Administrative Assistant / Travel Coordinator
Department: Administration
Supervised By: Executive Secretary
Location: Alpine
Status: Non-exempt
Posted: August 17, 2017
Closing Date: Until Filled
Salary: \$12-20/hour DOE
Grant Funded: N/A
Hours: Full Time, Monday-Friday, 8:00AM-4:30PM. Flexibility to work evenings and weekends may be required based on need.

GENERAL STATEMENT OF RESPONSIBILITIES:

Under Supervision from the Executive Secretary, s/he will perform multiple duties related to the operator and travel coordinator functions of the organization within established deadlines. Operates the S.I.H.C. telephone switchboard in a prompt, professional, and courteous manner. Responsible for timely and accurate mail collection and distribution. Responsible for travel coordination in a professional and respectful manner. A willingness to collaborate on diverse activities and analytical skills are required as well as the ability to follow instructions and build positive relationships within the organization and with counterpart agencies.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Operates main telephone switchboard for incoming calls. Transfers calls and/or takes messages for SIHC employees.
- Assists Executive Secretary and SIHC Departments as requested with office projects including: typing, copying, development of reports, flyers, preparation of envelopes and packages for sending via mail and courier service, presentation-binder assembly, and various other assignments.
- Maintains Chief Operating Officer Calendar and event planning.
- Operates postage meter and applies postage as required. Mails correspondence and picks up mail at Post Office daily. Opens and distributes incoming mail. Maintains an incoming mail log of checks; seals and closes, date stamps Fiscal department mail.

- Operates and performs routine business machines including fax, copier, printer, postage meter, etc.
- Makes appropriate travel arrangements for the Board of Directors and all employees. Prepares all travel vouchers so per diem can be disbursed.
- Gathers all receipts and information to compute disbursement of money enter travel in cash disbursement ledger, and files all invoices.
- Makes airline reservations, lodging, reserves rental cars and may calculate per diems. Ensure that registration for conferences is completed and acknowledged. Reconciles reimbursable expenses with employees upon completion of travel for monies due back or owed to employees.
- Provides assistance, directions, and company information to callers or visitors in the Administrative Offices.
- Orders paper and supplies for the copy room.
- Responsible for ensuring that SIHC employees need are meet and provide informational updates of the travel.
- Monitors air travel cost and itineraries. Ensures that all airlines tickets and documents are prepared in time to meet the schedule.
- Request hotel information, ground transportation and other travel services.
- Other duties as assigned.

QUALIFICATIONS:

Education/Experience: A High School diploma or GED certificate is required. Two year degree in travel industry or equivalent education/experience preferred. Minimum two years previous Administration assistant/receptionist, customer service, tracking records. . Demonstrates communication and highly organization skills. Computer literacy required and experience with Microsoft Excel (or similar spreadsheet application) and with a computerized accounting system such as MIP and Accufund preferred.

Must type at least 30 words per minute.

Must be able to proof read own work and other correspondence.

Must be able to deliver clear and concise verbal communication.

Must be able to interact graciously and professionally with the public.

Must be able to maintain absolute confidentiality.

Must be able to take accurate telephone messages.

Must be on time for work promptly at 8:00am when incoming calls begin.

Must be 18 years of age or older with an understanding of nonprofit organization.

License: A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Applicant must be insurable under SIHC vehicle insurance policy at the time of hire and throughout employment.

Certifications and/or licenses appropriate to the positions required education and profession must also be valid and maintained.

Character: Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, follow instructions, and exercise a high level of attention to detail, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be able to maintain a high level of confidentiality.

Other: Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, "Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.