



Manchester Point Arena Band of Pomo Indians

Job Position: Office Receptionist	Status: Full Time/Monday-Friday, 9:00-5:00 p.m.
Department: Administration	Salary: \$20 per hour
Reports to: Office Manager	Location: Tribal Office

Job Description

The Receptionist is responsible for providing excellent customer service to Tribal Citizens, elected tribal officials, all MPA employees, and other outside guests and/or vendors. The receptionist will efficiently answer and re-direct calls to the appropriate department and will perform other administrative and clerical tasks.

Job Responsibilities

1. G greets visitors, answers phone calls, retrieves voicemails and screens specific inquiries for assistance and makes appropriate referrals.
2. R eceives, sorts, and routes incoming mail and faxes.
3. A ssists with maintaining all administrative files, membership files and other department files as assigned.
4. A lways maintain complete confidentiality.
5. A ttends all required meetings and training.
6. O perate copy, fax, postage, and binding machines as required.
7. D istribute all forms, flyers, and applications to members as requested

Qualifications

One year of relevant work experience. High school diploma or GED equivalent. Must possess valid driver license and be insurable through the Tribe's policy.

To Apply: Submit a cover letter, resume and Tribal Employment Application detailing your education and experience related to the position advertised to linda.coria@mpapomotribe.org

MPA MEMBERS AND INDIAN PREFERENCE WILL APPLY

The Manchester Point Arena Band of Pomo Indians is a federally recognized Indian tribe and has implemented a Tribal and Indian Employment preference. Pursuant to this preference, Manchester Point Arena Band of Pomo Indians shall give preference in hiring in the following order of priority: (1) Tribal members of the Manchester Point Arena Band of Pomo Indians and, (2) All Native Americans who are members of or affiliated with a California Indian Tribe, (3) All other Native Americans who are members of a Federally Recognized Indian Tribe. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.