



JOB DESCRIPTION

TITLE:	Administrative Assistant
DEPARTMENT:	Administration
SUPERVISOR:	General Manager
WAGE:	\$12 - \$14 DOQ
SHIFT:	Days/Nights/Weekends/Holidays or as needed
CLASSIFICATION:	Gaming License Required
POSITION:	Full-time hourly

JOB SUMMARY: Under the direction of the General Manager, the Administrative Assistant will serve as support to administration. This position must maintain a high degree of confidentiality. The Administrative Assistant will work in an office setting where they manage appointments, communications and schedules for an upper-level manager. Must have computer, customer service and time-management skills. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat clean appearance is a must. Native American preference but all qualified applicants will be considered. Applicants should be advised that the Tribe reserves the right to disqualify applicants whose prior activities pose a threat to the public interest.

JOB QUALIFICATIONS:

Perform a wide range of administrative and office support activities for the department and/or managers and supervisors to facilitate the efficient operation of the organization.

- Must adhere to Legendary Waters Resort & Casino's policies and procedures.
- Must adhere to all appearance and uniform standards.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Extremely proficient in Microsoft Office applications

- Knowledge of principles and practices of basic office management
- Communication skills - written and verbal
- Strong computer skills
- Planning, prioritizing and organizing
- Problem assessment and problem solving
- Information gathering and information monitoring

DUTIES AND RESPONSIBILITIES:

- Must maintain the highest level of confidentiality
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system
- Retrieve documents from filing system
- Prepare written responses to routine enquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments
- Verify payroll
- Prepare agendas for meetings and prepare schedules
- Record, compile, transcribe and distribute minutes of meetings
- Open, sort and distribute incoming mail
- Maintain office supply inventories
- Coordinate and maintain records for staff, telephones and knowledge of relevant software
- All other duties assigned

The Red Cliff Tribal Council has a drug free workplace policy and adheres to the intent of the drug free workplace act. All new hires are subject to a drug test prior to starting. Applications are available at the Cashier's window, the Personnel office of the casino, and on the website www.legendarywaters.com

Posted: 7/26/17

Deadline: Until filled

For further information contact:

**LW Human Resources Department: 37600 Onigamiing Drive, Red Cliff WI
smorris@legendarywaters.com (715)779-9401**