



Wiyot Tribe

JOB DESCRIPTION Receptionist

Position Title: Receptionist

Supervisor: Executive Assistant to Tribal Administrator

Reports to: Administration Department

Location: Table Bluff Reservation Community Center, Loleta, CA

PT year round; \$12.00 per hour Under the general supervision of the Tribal Administrator, and directly supervised by the Executive Assistant to the Tribal Administrator, the Receptionist welcomes, screens, and directs visitors and calls. Receives and sorts daily mail/deliveries. General Clerical, scheduling and events set-up/clean up. The Receptionist works 8 am to 1 pm Monday through Friday.

Major Duties

- Meet and greet customers when entering and leaving the main office.
- Answering, screening, and routing telephone calls.
- Setting up before and cleaning up after government meetings.
- Setting up and cleaning up after events.
- Maintain Inventory.
- Responsible for handling cash transactions and collecting Payments.
- Maintaining a clean and tidy reception area.
- Log in-coming and out-going mail.
- Prepare bulk mailings.
- Receiving, routing and putting away incoming packages and deliveries.
- Provide general clerical support such as making copies, preparing mail, filing, posting notices and flyers.
- Maintaining bulletin boards.
- Maintains appointment calendar.
- Maintains event calendar.
- Coordinate/schedule room rentals/bookings.
- Coordinate Equipment rentals.
- Processes permits.
- Will occasionally be scheduled to work after 1 pm or on evenings/weekends for special events or to fill in for other staff.
- Other duties as assigned

Job Requirements

High school diploma or GED required. Possess a valid California Driver's License, and clean DMV record. Must work well with other staff, and be courteous to Tribal members and visitors. Must be able to complete a background check, DMV report and pre-employment drug screening. Basic knowledge of computers.

Desirable Qualifications

- Take directions and follow through
- Ability to multitask
- Work in a fast paced environment
- Team player
- Ability to maintain strict confidentiality

1000 Wiyot Drive, Loleta, CA 95551

Phone :(707) 733-5055 Fax: (707)733-5601 www.wiyot.us