



## Job Posting

**Job title:** Office Assistant

**Location:** Pala, CA

**Application Deadline:** Open until filled (*Early applications encouraged*)

**Compensation:** Minimum of \$17.50/hour. DOE

**Benefits:** *\*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match*

**Status:** Full Time/Regular position

## Job Summary

This position exists to provide front line administrative support to the Human Resources Director and other staff members of the Human Resources Department. Assist in all general aspects of the SCTCA Human Resources Department, including maintaining the daily flow of office operations, event planning assistance, clerical duties, inter-office and companywide communication, receptionist duties, and providing excellent customer service to employees, vendors, and visitors.

## Essential Functions

1. Screen departmental incoming phone calls, greet visitors and sort mail, then direct them to the right person.
2. First point of contact for HR/employee inquiries of all types and route appropriately.
3. Provide exceptional customer service to employees, vendors, applicants, etc.
4. Responsible for maintaining office confidentiality by being the front line of staff and controlling access beyond the lobby.
5. Help coordinate companywide events, meetings, and trainings. Duties would include: contacting venues, directing room setup, ordering meals, and tracking attendance.
6. Set up and break down of conference room for interviews, orientations, trainings, etc.

7. Responsible for maintaining HR bulletin board and office calendar.
8. Maintain, track, and ensure completion of departmental office requests.
9. Oversee and interface with all vendors, and submit requests for payment.
10. Receive and deliver HR department mail.
11. Responsible for keeping inventory of all office and break room supplies, forms, promotional items etc. and placing orders for replenishment when needed.
12. Maintain a safe and clean employee break room area, kitchen, and office supply area.
13. Responsible for distributing staff birthday and anniversary cards on a monthly basis.
14. Responsible for creating and managing monthly HR contest.
15. Operate a variety of office equipment, such as copier, computer, printer, fax, typewriter, calculator, etc
16. Prepare morning and afternoon coffee for the office.
17. Assist with staff coverage in other departments as needed.
18. Other projects and responsibilities may be added at the company's discretion.

### **Job Requirements and Qualifications**

*Education:* High School Diploma or GED and four (4) years' work experience in a secretarial/administrative role. Or, an Associate's degree plus two (2) years' work experience in a secretarial/administrative role.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance.

*Knowledge Requirements:* Strong computer skills. Proficient in working with Microsoft Office including Word, Excel, Outlook and PowerPoint. Ability to maintain confidentiality. Must be detail oriented and possess strong organizational skills. Knowledge of Indian history, culture, and politics a plus.

*Physical:* Typically requires sitting for extended periods of time. Lifts and moves objects on occasion weighing up to 25 pounds. Primarily an indoor office environment.

*Conditions of Employment:* Candidates are required to successfully complete required background check, including Live Scan, and drug screening.

## Other Information

In addition to the essential duties listed above the Office Assistant is expected to:

1. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
2. Communicate regularly with supervisor about department issues.
3. Must possess excellent communication skills both orally and in writing.
4. Demonstrate efficient time management and prioritizes workload daily.
5. Consistently report to work on time prepared to perform the duties of the position.
6. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.

## About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

- A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 36146 Pala Temecula Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.
- B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the "About SCTCA" link.

**SCTCA IS AN "AT-WILL" EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE**

**To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.**