www.mtewood.com

1ST POSTING

OPEN TO ENROLLED MENOMINEE

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Posting Closes: Wednesday, July 24, 2019
Job Title: Receptionist/Office Clerk — Status: RFT
Supervisor: HR Director — Rate: TBD

SCOPE OF WORK:
Responsible for effectively operating MTE's main office telephone switchboard, greeting, directing walk-in visitors, and performing general receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must have the knowledge, skills, and ability to perform the following:

1. Managing files, designing forms, word processing, and general clerical duties.
2. Microsoft office products to include Word, Excel, Power Point, and Publisher.
3. Monitor, greet, direct, and log visitor traffic in and out of the office building.
4. Operate telephone switchboard in a quick and orderly fashion and relay messages to employees accordingly.
5. Utilize two-way radios, message transmission, and operation of telecommunication systems.
6. Be familiar with MTE organizational structure and employee base.
7. Recognize emergency calls and route calls accordingly.
8. Act as back-up to set up meetings, transcribe, type and process meeting minutes when necessary.
9. Prepares mail(sort, weigh, calculate postage) for delivery and pick up mail from the post office daily.
10. Act as the contact person for the security system, key control & codes, cell phones and main office machines (printers/copiers/mail/mail machine. Etc.)
11. Conduct random drawings for drug tests and giveaways as needed.
12. Enter orders for Sales/Millworks as needed.
13. Log and report daily incoming checks/payments to MTE.
14. Maintain absolute confidentiality and protect proprietary information in the best interest of MTE.
15. Provide clerical and back-up assistance to other departments as needed and assigned by supervisor. Perform other duties as assigned by supervisor.

WORKING CONDITIONS:
Requires the exercise of safe office practices and compliance with all safety policies and practices of MTE. Must be able to lift up to 50 lbs.

QUALIFICATIONS:

www.mtewood.com
Must possess a high school diploma or equivalent and a minimum of six months office receptionist/switchboard experience. Efficient operation of general office equipment such as computer, postal machine, telephone switchboard, calculator, fax machine, printers, and copiers.

APPLICATION PROCESS:
1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:
Levi O'Kimosh, Human Resource Generalist
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150
Email: leviomtewood.com
Fax: 715-756-2319
Call: 715-756-2311 ext. 1137/1168/1135 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.