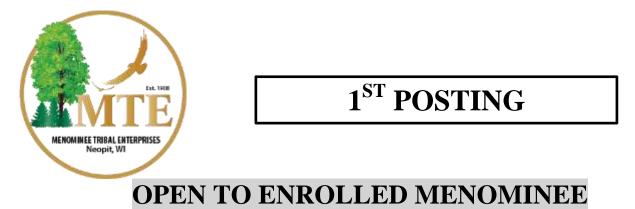
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NOTE: Selection process is in accordance with Chapter 170, as amended.

Posting Closes: Thursday, November 21, 2019 Job Title: Receptionist/Office Clerk Supervisor: HR Director

Status: RFT Rate: TBD

SCOPE OF WORK:

Responsible for effectively operating MTE's main office telephone switchboard, greeting, directing walkin 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:

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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: <u>leviomtewood.com</u> 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.