



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title: Administrative Assistant</b>	<b>Posting Date: July 24, 2019</b>
<b>Position Reports to: Education Director</b>	<b>Employment Category: Non-Exempt/Full Time</b>
<b>Department: Education</b>	<b>Closing Date: July 31, 2019</b>

**Position Summary**

The Administrative Assistant provides day-to-day support to the Education Department. This role is responsible for all clerical duties such as photocopying, faxing, scanning, mail distribution, record-keeping, and file maintenance.

**Principal Duties and Responsibilities:**

- Provide general administrative and clerical support to the Education Department including mailing, scanning, faxing, copying and emailing.
- Maintain electronic and hard copy filing system -Document Records.
- Open, sort, and distribute incoming correspondence.
- Perform data entry and scan documents.
- Assist in resolving any administrative problems.
- Run company errands.
- Answer calls from customers.
- Prepares various documents using Word, Excel, Power Point.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings and appointments.
- Set-up for meetings.
- Processes travel arrangements for all departments.
- Maintain office supplies for department.
- Process monthly payables for the Education Dept.
- Other duties as assigned.



### **Education, Experience, Qualifications and Skills:**

- High School Education or GED.
- 2+ years administrative experience.
- Detailed oriented with good analytical skills a must.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Ability to write, speak, and interact clearly and professionally.
- Extremely organized. Strong multi-tasking and time-management skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality.
- Tribal Administration Course.
- General Administration Course(s).
- Communications and Writing Courses.
- Microsoft Word, Excel, and PowerPoint Courses to increase proficiency and stay current.
- Document Archiving and Retention System and Process Training (System Relevant).

Individuals who are interested for consideration for the above position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org) or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

Closing Date: Until filled.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others