

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: BKJ Administrative Assistant

Position Number: 4415

Department: BKJ Solutions, Inc.

Location: BKJ Solutions, Perkins, OK

Issuing Date: January 25, 2010

Closing Date: Until Filled



Mailing Address:

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Perkins, OK 74059

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY:

The incumbent reports directly to the Construction Manager of BKJ Solutions, Inc. and is responsible for providing administrative support to the CEO and BKJ staff. This individual is expected to exercise a high degree of confidentiality and responsibility in the conduct of administrative duties. In the performance of job duties, the individual must exercise sound judgment, initiative and self-direction. Must be able to manage multiple tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides administrative support to the CEO, Construction Manager and BKJ staff
Arranges Meetings and schedules travel for the BKJ
Completes special projects such as compiling data for financial review and assisting in budget preparation
Maintain a filing system in accordance with established policies and procedures.
Performs other duties as assigned by the Construction Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES CONTINUED:

Maintains complete and accurate files
Maintains all office equipment
Inventories office supplies and prepares purchase orders
Performs related duties as assigned
Screens calls and sets appointments

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill, and or ability required:

Must be able to exercise good judgment in pressure situations
Experience with American Indian Communities
Must have strong organizational skills and detail oriented

Demonstrated ability to work effectively with diverse individuals and groups
Strong communication skills: written and verbal
Verbal presentation skills
Must be a self starter
Reasonable accommodations may be made for individuals with disabilities to perform the essential functions
Indian preference applies
Applicant must submit to drug testing as a condition of employment

EDUCATION AND EXPERIENCE

High School Degree or GED. Excellent computer skills required.

LANGUAGE SKILLS

Ability to read English.

MATHEMATICAL SKILLS

N/A

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT

The Iowa Tribe of Oklahoma and BKJ Solutions, Inc. operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be able to pass background check.