



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275



POSITION: Family Services Administrative Assistant

HOURS: 20 hrs. Per week (at times more than 20 hours – need to be time flexible)

SUMMARY:

This position will assist the Family Services Director in carrying out the duties and responsibilities of the department. In addition, the assistant will perform general office tasks as directed.

DUTIES AND RESPONSIBILITIES:

- Answer calls and return messages.
- Manage orders for supplies, submit purchase orders, check requisitions, and invoices.
- Schedule and coordinate meetings, events, conferences, and workshops for clients and staff.
- Communicate with other departments to complete tasks.
- Work closely with the Director on all tasks and projects.
- Assist with completing reports.
- Gather information/data for reports and budgets.
- Attend meetings and trainings as directed.
- Assist with the development of staff SOP binders.
- Establish and maintain productive working relationships with staff, clients, management and other departments.
- Maintain strict confidentiality in all matters.
- Complete other duties as assigned.

QUALIFICATIONS:

- High School or HSED diploma or GED Certification is required.
- Good business math skills are required.
- Have the ability to operate standard office equipment and computer programs such as Word, Excel,
- Must have excellent organization skills.
- Must be dependable and have a good work ethic.
- Must have a valid Wisconsin Driver's License.
- Willing to travel as needed for meetings or trainings.

The Economic Support/Family Services Agency maintains a Drug and Alcohol free work place.

Native American Preference is granted in Accordance with PL 93-638

Submit completed applications/resumes to:

Donna Vodar HR Director
3051 Sand Lake Road
Crandon WI 54520
(715) 478-7663

Email: donna.vodar@scc-nsn.gov
Posting Date: December 14, 2018
Closing Date: January 9, 2019

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