

Administrative Assistant Job Description

Summary:

The MOWA Band of Choctaw Indians recently received a grant from the Alabama Department of Public Health (ADPH) to set up two clinics, one located on the reservation in Mt. Vernon and one at the Senior Citizens building located in McIntosh. Funds are available to hire an administrative assistant. The work hours will be from 9:00 to 3:30 Monday through Friday weekly. This is a temporary position based on funding of the ADPH grant. Travel is required.

Skills and Abilities

- Understands, supports, and adheres to established departmental policies and procedures, objectives, performance improvement program, safety, environmental and infection control standards.
- Understands, supports, and adheres to the Alabama Department of Public Health rules, policies, and regulations.
- Adherence to the highest ethical standards working with sensitive information with absolute discretion; ability to maintain the confidentiality of information.
- Working knowledge of clerical and administrative procedures.
- Highly dependable, proactive, and with a positive “can-do” attitude.
- Excellent interpersonal, organizational, and time management skills.
- Proficient at MS Office suite applications.
- Sound work record in previous related positions.

Essential Duties and Responsibilities:

- Answers all incoming calls with professionalism and tact.
- Ensures that messages are delivered to the appropriate staff in a timely and efficient manner.
- Greets patients in a professional and polite manner.
- Performs general office duties such as copying, mailing, filing, etc.
- Schedules and coordinates internal and external meetings, agendas, teleconferences, and other meeting logistics as necessary.
- Makes appointments for potential patients.
- Maintains the office calendar.
- Orders materials, supplies, and equipment and maintains an inventory.
- Performs other related duties as assigned by the Project Director.

Qualifications:

- At least a high school education
- Three or more years clerical/administrative assistant experience in a related area
- Relevant training or certification in office administration is an added advantage

Job Location:

MOWA Choctaw Tribal Office in Mt. Vernon and Senior Citizens Building in McIntosh.

Please email resume to: Maggie.Rivers@mowachoctawindians.com. Deadline to apply is July 16, 2021.