



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Office Manager	Department: Natural Resources Department
Opening date: 02/14/25	Closing date: 02/28/25
# of vacancies: 1	Location: Verden, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Department Coordinator & Director
Classification: Non-Exempt	Salary Range: \$18.00 per hour - \$21.63 per hour
Division: Tribal Operations	

JOB SUMMARY:

The Office Manager for the Kiowa Tribe's Natural Resources Department will oversee administrative operations, ensuring efficiency and organization in support of the department's environmental and land management initiatives. This position is responsible for handling administrative tasks, maintaining records, coordinating office activities, and assisting with financial and grants documentation. The Office Manager will work closely with the department's leadership to facilitate smooth daily operations and ensure compliance with tribal, state, and federal regulations.

RESPONSIBILITIES:

- Manage daily administrative operations of the Natural Resources Department.
- Maintain accurate records, files, and documentation to ensure compliance with funding requirements.
- Coordinates schedules, meetings, and travel arrangements for departmental staff.
- Serve as the point of contact for internal and external communication, including responding to inquiries and relaying information.
- Support grant applications and reporting by gathering necessary documents and ensuring timely submissions.
- Maintain inventory of office supplies and equipment, ensuring the office is well-stocked and operational.
- Assist with hiring processes, onboarding new employees, and maintaining personnel records for the department.
- Ensure compliance with tribal policies and procedures related to procurement, financial transactions, and administrative activities.

QUALIFICATIONS: Associates degree in Business Administration, Office Management, or a related field. Minimum of three (3) years of experience in office administration, preferable in a tribal government or environmental setting. Strong organizational, communication, and multitasking skills. Proficiency in Microsoft Office Suite and experience with financial and record-keeping systems. Knowledge of tribal government operations and grant compliance is a plus. Ability to handle confidential information with discretion.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

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REQUIREMENTS: Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance. Availability for occasional travel to conferences, trainings, and meetings. Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing.

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