



# KIOWA TRIBE JOB OPPORTUNITY

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

<b>Position Title:</b> Front Desk Receptionist	<b>Department:</b> Administration
<b>Opening date:</b> 11/04/24	<b>Closing date:</b> OUF
<b># of vacancies:</b> 2 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## **POSITION DETAILS:**

<b>Status:</b> Full-time	<b>Reports to:</b> Executive Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$9.00 per hour - \$14.00 per hour
<b>Division:</b> Tribal Operations	

**JOB SUMMARY:** The Receptionist greets, assists, and provides information to clients, visitors, and other patrons. Answers incoming phone calls and directs to the appropriate departments and/or individuals while providing excellent customer service and phone etiquette.

## **RESPONSIBILITIES:**

- Greets and welcome guests upon entering the premises.
- Direct visitors to the appropriate person and office.
- Answer, screen and forward incoming phone calls
- Ensure the reception area is tidy and presentable, with all necessary materials (e.g. coffee maker, bulletin board signs etc.)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries, when requested.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook)
- Monitors front desk supplies and orders supplies as needed.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.
- Maintains strict confidentiality of all pertinent information.
- Performs basic clerical and administrative support tasks.
- Updates the phone directory as changes occur within the organization.
- Abides by all Kiowa Tribe policies and procedures.
- Always maintains a professional demeanor to ensure exemplary customer service is provided to any visitor and/or guest.
- Other duties as assigned.

**QUALIFICATIONS:** Must possess a High School diploma or GED equivalent. Must possess a minimum of six (6) months of clerical, administrative and/or office setting work experience.

**REQUIREMENTS:** Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.

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.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.