



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 07/02/2015

Closing Date: 07/16/2015

Position Title: Senior Executive Assistant

Department: Tule River Economic Development Corporation

Work Schedule: Monday- Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 23: \$23.40/ Hr. / Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER ECONOMIC DEVELOPMENT CORPORATON

31071 Hwy 190 Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Senior Executive Assistant **WORKSITE:** TRED C Corporate Office
31070 Highway 190
Porterville, CA 93257

POSITION DESCRIPTION

Under direction of the CEO, the Senior Executive Assistant serves as the internal and external liaison for the CEO to ensure a smooth, efficient, and appropriate flow of information. The Senior Executive Assistant will be accountable for key results and routine activities, and must be experienced in handling a wide range of administrative and executive support related tasks.

DUTIES AND RESPONSIBILITIES:

1. Manages the day-to-day operations of the office by organizing and maintaining files and records
2. Prepares and edits correspondence, reports, RFPs, data, and graphical presentations while reviewing and summarizing legal documents and contracts.
3. Manages projects and special assignments by establishing objectives; determining priorities; managing time; conducting research; gaining cooperation of others; monitoring progress; problem-solving and making adjustments to plans.
4. Provides support, as needed, to Sales and Marketing, Human Resources, and Accounting initiatives and staff.
5. Represents the CEO by attending meetings in his/hers absence; communicating directly with Board members, Local, State, Federal and Tribal government officials and offices (and others) concerning matters related to the CEO's and Corporation's programs.
6. Arranges corporate and Tribal Government travel and meetings by developing itineraries and agendas; scheduling the corporate aircraft; booking other transportation; arranging lodging and meeting accommodations.
7. Greets and welcomes visitors; arranges corporate functions; answers questions and meeting requests directed to the CEO.
8. Maintains customer confidence and protects operations by keeping information confidential.
9. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
10. Provides quality customer service.
11. Other duties as assigned.

QUALIFICATION REQUIREMENTS

1. Bachelor's degree in a relevant field with five or more years of executive administrative experience is required.
2. Expert level knowledge and skills using Microsoft Word and Outlook with proficiency in Microsoft Excel and PowerPoint as well as Social Media web platforms is required.
3. Outstanding written, editorial, and verbal communication skills are required.
4. Bilingual skills and California Notary Public certification is desired
5. Project management experience with both long and short-term ventures is desired
6. Must possess and maintain a valid California Driver's License; be and maintain insurability through the Tribe.
7. Must pass pre-employment background /drug and alcohol screening.

Behaviors and personal attributes

Mature-minded and discreet.
Personable, friendly and approachable.
High energy and positive.
Demonstrate a willingness to go above and beyond.

PHYSICAL REQUIRMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Specific vision abilities required by this job include reading, distance, computer, and color vision. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 20 pounds, and occasionally must be able to lift over 20 pounds. This job may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: TREDC CEO

This position supervises: None

Salary Range: Range 23: \$23.40 - \$29.87/HR; Paid Bi-Weekly / Overtime Eligible

Hours: Monday – Friday 8:00AM – 5:00PM

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT.