

**JOB NUMBER: WDC-18-13**

**JOB TITLE: Administrative Assistant**

**Supervisor: Haizlip**

**Status: Full Time – Non-Exempt**

**Office Location: Grand Rapids, MI**

Waséyabek Development Company, LLC (WDC) is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WDC is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities. WDC is the holding company of an investment portfolio consisting of Commercial Real Estate, Federal operating companies, and Commercial operating companies.

### **POSITION SUMMARY**

The position is responsible for providing administrative support to WDC and subsidiary companies. Assist with scheduling and calendaring of meetings, travel arrangements and expense reports. Provide graphics and formatting for presentations and provide a broad variety of administrative duties. The position works closely with all employees, customers and related agencies and or enterprises to provide support for day-to-day administration.

### **ESSENTIAL FUNCTIONS**

- Promptly, accurately, professionally and courteously receive all telephone calls and visitors
- Prepare and process incoming/outgoing mail
- Coordinate and prepare packages for drop-off or pickup
- Sign for deliveries when necessary and notify recipients
- Maintain office supply inventory, prepare and place orders for supplies as needed
- Prepare business card orders and reorders
- Process expense reports
- Assist with making travel arrangements
- Maintain calendars and schedules
- Ability to update contact information from business cards received
- Coordinate and plan working luncheons, meetings and special events. Confirm attendance of participants and communicate details (to include coordinating, catering meals, and ordering supplies, etc.) Restore orderliness to area
- Assist with preparing presentations by formatting and re-formatting documents

- Assist with staff technological needs by troubleshooting issues and tracking Help Tickets
- Produce reports, graphics, presentations, and other visual material
- Must be detail oriented
- Ability to meet critical deadlines
- Must be on-time and anticipate group needs
- Other duties as assigned

### **RISK MANAGEMENT**

- Ability to handle confidential information with discretion, be adaptable to various competing demands

### **COMMUNICATION**

- Effectively and regularly communicate with Managers and staff members
- Support WDC's values, principles, vision, mission
- Utilize effective communication skills to answer inquiries from coworkers, clients, or the public
- Support involvement may include producing reports, graphics, presentations, and other visual material

### **STRATEGIC PLANNING**

- Assist with the development of short and long-term organizational goals
- Contribute to the development of the WDC's vision and mission

### **LEADERSHIP**

- Foster a company culture that promotes ethical practices and social responsibility; encourages individual integrity and maintains a positive and ethical work climate that is conducive to attracting, retaining and motivating top-quality employees at all levels

### **MINIMUM QUALIFICATIONS**

- High school diploma
- Bachelor's degree preferred
- Minimum of 2 years' experience as Administrative Assistant
- Proficient in Microsoft office suites including; Word, Excel, PowerPoint and Adobe
- Proficient in Microsoft Outlook Calendar
- Working knowledge of Microsoft Office Contacts
- Strong interpersonal skills
- Strong written and verbal communication skills
- Self-starter with excellent organizational, time management, attention to detail and follow up skills; ability to manage competing priorities and assignments

- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Ability to pass a pre-employment drug screen
- Ability to pass a background investigation, including but not limited to nationwide criminal record search, and other relevant background information deemed necessary by WDC

### **PHYSICAL REQUIREMENTS**

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and teleconference equipment

### **TRAVEL**

This position may require travel up to 15% of the time

### **POSITION TYPE**

This is a full time non-exempt position

### **RELOCATION**

Relocation expenses are not provided

### **HIRING PREFERENCE**

Native American & Veteran Hiring Preferences will be applied in accordance with WDC policy

Waséyabek Development Company is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.