



Job Description

Job Title:	Administrative Assistant II
Classification:	Non-exempt
Area of Service:	Corporate Communications
Supervisor:	Office Manager
Grade:	NE6

AMERIND Risk is a federally chartered corporation created by its Members, the governmental units of federally recognized Tribal Nations that administer federally funded housing programs for American Indian and Alaska Native families. AMERIND Risk has the operating authority to work with Tribal Governments, Enterprises, and Citizens for Property and Liability, Workers Compensation, Homeowners and Renters, Employee Benefits coverage, Critical Infrastructure development and Fleet Auto.

Characteristics and Competencies

- Organized and detail oriented
- Possess Good judgment
- Time management
- Professional representation
- Excellent written and communication skills
- Assertive

Job Summary

Performs a variety of administrative and staff support duties for AMERIND and the Board of Directors, which require a range of skill and knowledge of organizational policies and procedures. Assists and directs visitors, and resolves administrative problems and inquiries; composes, edits, and proofreads correspondence and reports, and prepares a range of administrative documents. Ensures the interior and exterior of the building is safe and maintained.

This job description does not represent an inclusive list of all duties encompassed in this position.

Job Responsibilities

- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Welcomes visitors, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor.
- Performs a wide variety of typing assignments, which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials.
- Resolves administrative problems and answers inquiries concerning activities and operations of AMERIND or the Board of Directors.



- Serves as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems.
- Provides administrative support for resolving and/or referring a range of administrative problems and inquiries. Monitors status of all work orders and projects.
- Provide administrative support to the Board of Directors; draft and maintain Board related documents; coordinates travel arrangements for Board members; creates Board meeting agendas; attends and transcribes Board meeting minutes.
- Maintains and updates Board portal.
- Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established department policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings.
- Prepares flyers and assists with newsletters and events.
- Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for supervisors.
- Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed.
- Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports.
- Schedules preventive maintenance of building as well as corrective maintenance; works with architects and general contractor's team to design and build facilities.
- Contracts and negotiates with vendors on building repairs/renovations/space allocation/new or replace equipment.
- Ensures all equipment in office and training center, i.e., mics, projector, screen, computers, copiers, postage machine, and phone systems are in good working condition.
- Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries.
- Requisitions supplies, printing, maintenance, and other services.
- Maintains confidentiality of all information.
- Participates in cross-functional team process improvement projects.
- Performs other duties as assigned

Supervision of Others

N/A

Minimum Qualifications

- High School Diploma or GED, three years administrative experience.
- Associates Degree preferred.
- Valid Driver's License
- Microsoft Office Specialist Certification preferred.
- Must be able to successfully pass a background investigation.



Additional Eligibility Requirements

- Ability to obtain Associates in General Insurance (AINS) designation within the first two years of employment.

Knowledge/ Skills / Abilities

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of building maintenance.
- Ability to handle multiple tasks and meet deadlines simultaneously.
- Ability to effectively communicate information and respond to questions.
- Ability to maintain accuracy of work and pay attention to detail.
- Ability to maintain confidentiality.
- Ability to gather and analyze statistical data, compile information and generate reports.
- Ability to interact and maintain good working relationships with individuals of varying social backgrounds, employee and officials.
- Ability to represent the Organization in a professional manner, building respect and confidence with internal and external customers.
- Ability to maintain calendars, schedule appointments, and arrange travel arrangements.
- Ability to make administrative/procedural decisions and judgements.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Must maintain acceptable attendance.
- Skill in providing excellent customer service.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel and presentation software (such as PowerPoint).
- Database management skills.
- Excellent telephone communication skills.

Working Conditions & Physical Demands

- Typical business office setting with moderate noise level.
- Must be able to sit for work at a computer and phone for more than 6 hours per day.
- Must be able to speak clearly.
- Must be able to use hand for dexterity of motion.
- Frequently required to stand; walk; and reach with hands and arms.
- Must have ability to occasionally lift 20+ lbs.

Physical Exam

Not required for position.

Hiring of AMERIND employees is subject to 7(b) of the Indian self-determination act. (25 U.S.C 450e(b)), which requires that, to the greatest extent feasible, preference and opportunities for training and employment shall be given to native Americans and Alaska Natives.