



8377N County Road E
Hayward, WI 54843
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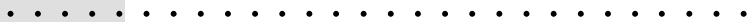
Position: Front Office Support Staff
Posting Date: May 4th 2017
Closing Date: May 18th 2017
Salary: \$10.00
Hours: M-F 8am-4:30pm
Location: LCO Development
Supervision: Business Manager/Project Coordinator
Administration: LCO Governmental Personnel Policies and Procedures Manual & LCO Development Policy Manual

Position Summary:

The Front Office Support staff person will assist all staff members by answering phone, completing general office duties such as: filing, scanning, light accounting work, emailing, etc. This position will report to the Business Manager and the Project Coordinator.

Qualifications:

- Mature Adult
- Tribal Preference applies
- Must have High School Diploma, HSED, or GED
- Proficiency in working with computers with emphasis in MS Office
- Must be accurate and detailed oriented
- Courteous and professional to co-workers and to the customers
- Must be dependable, reliable, able to work independently with little supervision, and be self-motivated
- Ability to properly file documents to office specifications
- Must have valid WI Driver's License.
- Must be able to successfully pass a background check
- Must be able to successfully pass a pre-employment drug screening and random drug screening.



Required Skills, knowledge and abilities:

- Willingness and ability to learn duties as delegated
- Ability to maintain and follow up on account payables & receivable
- Good Math and Writing skills (excellent written and verbal skills)
- Ability to work with various types of software programs
- Knowledgeable in general office principals

Duties and Responsibilities:

- Typing as needed, including but not limited to letters, memos, envelopes...etc.
- Filing, faxing, scanning, and copying as needed or assigned
- Answering telephone calls and maintaining a call log book, taking messages as necessary
- Shredding designated material
- Receiving and Documenting payments
- Maintaining inventory of office supplies
- Assist Project Coordinator in monthly invoicing
- Additional duties or miscellaneous general office duties as assigned.

Application Process:

Submit a completed LCO Employment Application, resume, and list 3 personal references, **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment**, to:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394W Trepania Road
Hayward, WI 54843**

