

NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD

JOB POSTING – CLOSING DATE: 3/16/18

Job Title: General Office Assistant
Reports To: Administrative Officer
Salary: \$12.00-14.00/hr
Department: Administration

FLSA Status: Non-Exempt (hourly)
Classification: Regular, On-call
Location: Portland, Oregon

Job Summary: The Office Assistant will provide administrative and general support on scheduled short-term assignments or when the NPAIHB needs administrative support with short notice due to employee absence. This position will work on an as needed basis during regular office hours. The tasks may include staff support tasks at conferences and training sessions held off-site.

When working at the front desk, the Office Assistant has primary responsibility to answer a multi-line telephone system, routing callers and visitors in a courteous and professional manner, and to provide clerical support for NPAIHB staff. The Office Assistant must ensure the smooth functioning of the reception area, serve as the first contact to the general public and be the first representative of the Board to all visitors. He or she must be courteous, personable, self-motivated, and have the ability to manage multiple tasks and meet deadlines in providing support for unspecified functions of the organization. The Office Assistant will maintain a professional relationship with all NPAIHB project staff while dealing with sensitive personnel and project information. Therefore, the Office Assistant will need to understand the importance and sensitivity of confidentiality and maintain it at all times.

Essential Functions:

1. Provide Reception Support
 - Professionally meet and greet visitors, in person, or over the telephone.
 - Ensure that security protocols are followed, including guest sign-in, and verifying maintenance calls.
 - Route telephone calls to proper departments and/or staff members; provide helpful information as needed.
 - Maintain a comfortable and tidy atmosphere for all guests and visitors in the reception area.
 - Receive package deliveries and notify intended recipient
2. Provide Office Functions and Activities Support
 - Provide general clerical assistance to Administrative Officer and specific projects as assigned
 - Provide general project support to NPAIHB projects on ad hoc and impromptu assignments and committees.
 - Perform word processing assignments.
 - Collect, sort and properly distribute all in-coming mail daily.
 - Properly route and notify designated staff of received contracts, checks, and funding announcements/applications/notices.
 - Prepare out-going mail with correct postage and place in out-going mail box.
 - Assist with conference and meeting set up tasks, as assigned
 - Maintain a clean and well-organized office environment and workspace.

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Additional Functions:

- Perform other duties and assignments as directed.
- Prepare a daily or weekly report of tasks undertaken ,completed with enough detail to inform other employees when read

Standards of Conduct:

- Consistently exhibit professional behavior and a high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Abide by NPAIHB policies, procedures, and organizational structure.

Qualifications:

- HS Diploma or equivalent
- Experience in a Receptionist or Office Support position preferred.
- Demonstrates the ability to work effectively with American Indian people in a culturally diverse environment.
- Knowledge of MS Outlook and Word
- Ability to carry out responsibilities with a minimal amount of supervision.
- Ability to use office equipment.
- Available to work on-call as needed.

Typical Physical Activity:

Physical Demands: Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

Physical Requirements: Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

Typical Environmental Conditions: The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

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Travel Requirements: No travel is required.

Disclaimer: The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, disability, marital status, sexual orientation, religion, politics, membership or non-membership in an employee organization.

Applications can be found online at www.npaihb.org

SEND RESUME AND APPLICATION TO:

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