



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** **Administrative Assistant**  
**SUPERVISOR:** Executive Assistant/Procurement Specialist  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** **September 5, 2025**  
**CLOSING DATE:** **September 19, 2025**

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**General Description:** The primary responsibility of this position is to assist the Administrative team and order clinical supplies and maintain inventory. This position is also responsible for providing a technical and nonjudgmental function to facilitate communication for all personnel interacting with PCHC as well as researching, locating, and engaging with new vendor sources to secure a continuous stream of supplies.

**Qualifications:** High School Diploma or equivalent required. Must have at least one (1) year of recent office experience. Preferable to have experience in customer service. Knowledge of medical supplies is required. Some post-secondary education and/or experience working in a healthcare setting preferred. Must have a valid drivers license and be insurable.

**Salary:** \$17.00-\$20.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Administrative Assistant

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Executive Assistant/Procurement Specialist

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to assist the administrative team and order clinical supplies and maintain inventory. This position is also responsible for providing a technical and nonjudgmental function to facilitate communication for all personnel interacting with PCHC as well as researching, locating, and engaging with new vendor sources to secure a continuous stream of supplies. Specific responsibilities include but are not limited to:

1. Responsible for answering all incoming phone calls directed to administration in a customer service positive atmosphere and the interaction with departments within PCHC.
2. Responsible for sending and receiving pertinent information through platforms like Outlook, phone, and fax; ensure all departments are aware of staffing levels, scheduling updates, and any changes that might affect departments.
3. Directs visitors to the appropriate person and office, monitors visitor access and maintain security awareness.
4. Responsible for typing of confidential letters, memorandums and other various documents and forms as requested by departments.
5. Responsible for the use of paging system when requested.
6. Assists with organization of Health Director's schedule.
7. Responsible for doing daily mail runs to the Post Office and Tribal Center.
8. Process of incoming and outgoing mail and assists with correspondence to all departments.
9. Coordination of conference room schedules and assist in organizing clinical staff schedules as well as setting up meetings rooms when necessary.
10. Records and maintains minutes for pertinent meetings as directed.
11. Responsible for inventory of office supplies for day-to-day activities.
12. Process requests for orders of stock and supplies from staff and departments.
13. Responsible for processing supplies and stock as received pursuant to purchase orders.
14. Assist Supervisor with preparing purchase orders and reviewing requisitions for goods and services with the exception of pharmaceutical inventory, optical retail and laboratory supply, will assist if/when requested.
15. Purchase the highest quality merchandise at the lowest possible price and in correct amounts while following the Tribal Property and Procurement Policies and Procedures.
16. Assist Supervisor with research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
17. Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.

18. Keep track of stock and maintain necessary supply levels reviewing department supply daily and maintain consistent inventory levels in designated clinical area assuring adequacy.
19. Request pricing from vendors via phone, fax, or online entry. Maintains files and source documents.
20. Communicates with all departments in relation to requisitions and orders that are in process; reviews back-orders and keeps departments informed.
21. Checks shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
22. Develops specific goals and plans to prioritize, organize, and accomplish work in a timely manner.
23. Attend and participate in any required trainings, meetings or other committees as directed.
24. Works towards achieving implementation of AAAHC certifications and conducts appropriate follow-up.
25. Strict adherence to HIPAA regulations and maintenance of medical and business confidentiality.
26. Other duties as assigned to support the overall effectiveness of the department and organizational performance in accordance with Peter Christensen Health Center's mission and vision.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Must be able to work in a team atmosphere and have excellent communication and organizational skills; Tribal and PCHC staff.
2. **External:** Must maintain professionalism with vendors, staff, hospitals, community resources, public health departments and all other agencies deemed necessary to provide comprehensive patient care; frequent contact with patients and all other personnel accessing PCHC.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Executive Assistant/Procurement Specialist

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** Knowledge of medical supplies is required. Some post-secondary education and/or experience working in a healthcare setting preferred. Working Microsoft Office knowledge.

**J. SKILLS:**

1. Excellent attention to detail and ability to multitask to allow for prioritizing projects.
2. Proficient computer skills including knowledge of MS Word, Excel, and Outlook.
3. Good verbal and written communication skills and be able to maintain composure in an intensive and dynamic environment.
4. Good interpersonal skills with an ability to work as an effective member of a team.
5. Possess above average typing ability and math skills including the ability to add, subtract, multiply, and divide.

Previously signed \_\_\_\_\_  
**Human Resource Director** **Date**