



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Office Manager  
**SUPERVISOR:** Aging & Long-Term Care Director  
**LOCATION:** Aging and Long-Term Care Department  
**POST DATE:** July 28, 2022  
**CLOSING DATE:** August 11, 2022

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**General Description:** The primary responsibility of this position is to provide clerical duties for Aging Administrative staff such as answering phones, taking messages, follow-up, creating informational posters, copying, pick up/drop off mail, ordering of all office supplies, record and update client database as well as other Elder Activities programs. Will assist with monthly newsletter mailing, process invoices and other duties as assigned.

**Qualifications:** High School Diploma or Equivalent is required. Minimum of two years' experience in an office setting is preferred. Proficient with Microsoft Word, Excel, email.

**Salary:** \$16.00/hr.

**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:** Office Manager

**B. DEPARTMENT:** Aging & Long-Term Care

**C. SUPERVISOR'S TITLE:** Aging & Long-Term Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of this position is to provide clerical duties for Aging Administrative staff such as answering phones, taking messages, follow-up, creating informational posters, copying, pick up/drop off mail, ordering of all office supplies, record and update client database as well as other Elder Activities programs. Will assist with monthly newsletter mailing, process invoices and other duties as assigned. Specific responsibilities include but are not limited to the following:

**DUTIES**

1. Answer phones for Administrative staff, take messages and assist staff with any follow-up.
2. Greet Elders, contractors, and general public in a helpful and courteous manner.
3. Order office supplies
4. Review and receive shipments. Return any damaged or incorrect items for credit.
5. Copy, assemble, and mail monthly newsletter.
6. Maintain program copier in working order.
7. Inventory and sign out laptops and loan closet items to eligible Elders.
8. Provide Tribal entities with updated lists of eligible Elders for social activities.
9. Assist other staff in facilitating and attend social program activities for Tribal Elders and Program participants.
10. All other duties as assigned.

**FINANCIAL AND RECORD KEEPING**

1. Maintain client database
2. Work within a designated budget for all office/copier supplies and promotional ordering.
3. Authorize, process, and submit invoices for payment.
4. Develop and monitor a record-keeping system for Elder activities, loan closet items and technology loan program.
5. Submit monthly participant counts to Program Director.
6. Work with Director to develop a yearly budget in accordance with current needs.
7. Keep perpetual inventory of all office equipment.

## **TIME AND WORK MANAGEMENT**

1. Complete daily, weekly, and monthly work reports and assignments within the appropriate deadlines.
2. Respond to Elders, other departments and staff in a timely manner.
3. Demonstrate flexibility in response to unexpected changes in work volume, emergencies, staffing or scheduling changes.

## **PRESENCE**

1. Accommodating and helpful to program participants.
2. Maintain strict/absolute confidentiality.
3. Good attendance is essential to the efficient operation of this position.
4. Work as part of a team to meet Program goals and participants needs.
5. Listen attentively to concerns and respond with a positive approach.
6. Recognize conflict, understand appropriate methods to address/resolve conflict, including one-on-one dialog or seek assistance from Director or other Management staff.

## **E. POSITION RELATIONSHIPS:**

1. **Internal:** The Office Manager will have direct and frequent contact with Aging Program participants, Administrative staff, Transportation and Kitchen staff, as well as the Tribal Accounting Department.
2. **External:** The Office Manager will have frequent contact with Tribal members with disabilities or family members and other visitors, other Tribal programs, ADRC of Vilas County, Wisconsin DHS, GLITC and program suppliers.

**F. SUPERVISORY RESPONSIBILITIES:** None.

**G. SUPERVISION RECEIVED:** Aging and LTC Director

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

**I. EXPERIENCE:** Minimum of two years' experience in an office setting.

**J. SKILLS:** Proficient knowledge in Microsoft Word, Excel, and Outlook email. Possess proper and courteous phone etiquette. Ability to prioritize projects.

## **K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office setting.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Must be able to sit for extended periods of time and lift 25 lbs.

