



HUMAN RESOURCES DEPARTMENT

135 Capitol Square Drive, Zia Pueblo, NM 87053 • P: 505.867.3304 • F: 505.867.3308 • E: HR@ziapueblo.org

## VACANCY ANNOUNCEMENT

<b>OPENING DATE:</b>	<b>2/5/2024</b>	<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
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POSITION TITLE: **Administrative Assistant**

DEPARTMENT: **Diabetes, Health & Wellness**

PAY RATE: **\$12.50 - \$14.00 / DOE**

FLSA STATUS: **Non-exempt; Full-time**

### POSITION SUMMARY

Under the direct supervision of the Diabetes, Health & Wellness Program Director, the Administrative Assistant is responsible for providing administrative support to the director and staff. The Administrative Assistant will assist with preparation of program reports to be submitted in a timely basis, coordinate program events and activities, maintains control of mailings, correspondence, and office supply inventory. And assists with ensuring the Diabetes, Health & Wellness Program grant and contract deliverables are met.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide primary administrative support for the Diabetes, Health & Wellness staff; serves as the point of contact for the program.
- Perform general clerical duties such as typing, revising documents, creating forms, and filing material such as files/labels, maintaining frequently used forms, maintaining accurate and timely records, and data entry.
- Responsible for maintaining a schedule of program vehicle maintenance, mileage tracking, logging receipts.
- Manage time and process timesheets for the department staff.
- Answer in-coming calls and or forward to appropriate staff member/take messages.
- Participate and assist in organizing, planning and implementation of community events and activities.
- Assist with the contract and grant preparation to ensure deliverables are met.
- Create and maintain a filing system both hard copy and electronic.
- Keep accurate transportation schedules and log appointments when received by client.
- Responsible for maintaining current program client files/profiles, Facebook page, and sending correspondence to clients on program events.
- Assists with creating purchase requisitions for the program such as ordering event incentives and supplies, and replenish and maintain supply inventory, and all other program needs.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge in diabetes prevention and Health Information Portability Accountability Act (HIPAA) rules, regulations, and laws helpful.
- Knowledge with computer software systems (Microsoft, Outlook, Word, Excel, etc.).

- Demonstrates a high level of customer service and interacts effectively with all Pueblo of Zia staff, management, community, and guests and clients.
- Demonstrates a commitment to service, organization values and professionalism through appropriate conduct and demeanor at all times.
- Ability to adhere to organizational and department specific safety standards and guidelines.
- Ability to work collaboratively and supports the efforts of the team members.
- Must possess strong verbal and written communication skills.

#### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent.
- 1-2 years general office experience.
- Must possess and maintain a valid NM Driver's License; and be insurable under tribe's insurance carrier.
- Must successfully pass a drug, alcohol, and background check.

#### **SUPERVISORY RESPONSIBILITIES**

NONE

#### **INDIAN PREFERENCE**

The Pueblo of Zia has implemented an Indian Preference Policy. It is the policy of the pueblo of Zia to give preference in employment to applicants who possess the qualifications, education, experience, and ability required for a particular position, in the following order: 1) Enrolled member of the Pueblo of Zia. 2) Enrolled members of other federally recognized tribes. 3) Non-Indians. The application of Indian Preference is not automatic. Applicants are required to provide appropriate evidence, from their respective tribe, at the time of submitting an employment application for Indian Preference consideration.

***To apply, Employment Applications are available at the Pueblo of Zia Human Resources (HR) Department, front desk, or on-line at [www.ziapueblo.org](http://www.ziapueblo.org). For best consideration, all applications must be supported with a cover letter, resume, and/or certifications.***

***All applications must be submitted to the Pueblo of Zia HR Department by 5:00 pm on the closing date:***

**BY:**

**MAIL:** 135 Capitol Square Drive, Zia Pueblo, NM 87053 (C/O HR Department)

**IN-PERSON:** HR Department

**EMAIL:** [HR@ziapueblo.org](mailto:HR@ziapueblo.org) (attach employment application, cover letter, resume, any certifications and in the subject line please indicate the position you are applying for)

**FAX:** 505.867.3308 (C/O HR Department)

For more information, please contact the HR Department:

Phone: 505.867.3304 or Email: [HR@ziapueblo.org](mailto:HR@ziapueblo.org)