



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-29	Opens:01/06/2022	Duty Location: Carnegie, OK
Position Title: Executive Assistant	Closes: OUF	
Salary Rate: \$ 20.00 to \$ 30.00 per hour	Position: Regular Full-time	Category: Non-Exempt

## JOB SUMMARY:

The Executive Assistant assist in a wide variety of special assignments involving highly confidential, sensitive and/or complex issues which can have a significant impact on the Kiowa Tribe.

**Goal:** To independently maintain, organize and plan all business affairs of the Tribal Chairman and Executive Branch.

**Reports To:** Executive Director

## HOW TO QUALIFY FOR THE JOB:

**Education:** Preferred Associates Degree in Business or related field, or a minimum of three (3) years related experience and or training, or equivalent combination of education and experience; or a

Minimum of five (5) years related experience in tribal executive assistant lead role.

### Experience:

- Provide outstanding customer service to guests and all other employees.
- Manage calendar for the Tribal Chairman and other assigned executives independently and schedule appointments.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Independently respond to correspondence and telephone calls.
- Screen incoming calls and correspondence and determine what, if any, are subject to direct review by the Tribal Chairman and Vice Chairman.
- Provide direct administrative support to senior leaders, including email correspondence, and generation and distribution of memos, letters, spreadsheets, forms, and faxes.
- Prepare memorandums outlining executive correspondence to employees and monitors compliance.
- Arrange programs, events, or conferences by arranging for facilities and caterer, issue information or invitations.
- Direct preparation of records such as agenda, notices, minutes and resolutions for meetings.
- Act as custodian of documents, records and handle sensitive information in a confidential manner.
- Manage office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Compose and prepare confidential correspondence, and other complex documents.
- Arrange complex and detailed travel plans and itineraries, compile documents for travel-related meetings.
- Present a positive image of the Tribal organization to its guests and vendors and to assist them as required.
- Must follow all policies and procedures and attend all scheduled meetings and trainings as a condition of employment.
- Shall maintain strict confidentiality of all files, documents, and any pertinent information.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

## WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check, pre-employment drug test and submit a COVID test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432  
OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

**Phone:** 580-654-6464

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*