



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

Job Opportunity#: KTJA-23-31	Opens:01/06/2022	Duty Location: Carnegie, OK
Position Title: Receptionist	Closes: OUF	
Salary Rate: \$ 9.00 to \$ 14.00 per hour	Position: Regular Full-time	Category: Non-Exempt

JOB SUMMARY:

The receptionist will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization. To be able to think fast, solve complications, and ensure that clients and customers feel that they are receiving the ultimate customer care when answering the phones and directing the calls to the appropriate areas. Handle all types of phones calls, pay attention to detail, provide the utmost customer service, phone etiquettes, and confidentiality according to the Kiowa Tribe's policies and procedures.

Goal: To independently maintain strict confidentiality while providing excellent customer service to tribal members, visitors, clients, and employees.

Reports To: Director of Human Resource

HOW TO QUALIFY FOR THE JOB:

Education: High School Diploma or GED.

Experience:

- Works under the general supervision of the Human Resource Director who furnishes information regarding general objectives.
- Greets clients, visitors, and guests; determines the purpose of each persons visits and directs or escorts him or her to the appropriate location.
- Updates phone directory as changes occur in the departments.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Performs administrative and clerical support tasks.
- Performs basic filing and record keeping.
- Be on time and have a good attendance record.
- Must be well spoken and communicate effectively with pleasant front desk receptionist skills.
- Stay actively busy and not on personal cell phone.
- At time, may serve as a back-up person to deliver outgoing mail to Post Office.
- Assist, if needed, with sorting and distributing mail to appropriate departments.
- Order supplies and maintain supply inventory for departments when requested, processes procurement forms and prepares for signature authority.
- Maintain front desk and lobby area clean and presentable.
- Maintain the coffee machine in front area, if applicable.
- 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

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.