



# 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-23-32	Opens: 01/06/2022	Duty Location: Anadarko, OK
Position Title: Office Manager	Closes: OUF	

Salary Rate: \$ 12.00 to \$ 18.00 per hour	Position: Regular Full-time
	Category: Non-Exempt

## JOB SUMMARY:

The Office Manager will provide the best customer service to all tribal members needing assistance after incarceration. Duties will include maintaining a file system, processing purchase orders, tracking and monitoring participants and recovery process. Keep track of the office budget, and maintaining the official copies of funding and contracts. Will assist the director with scheduling meetings and training as needed. Must be able to organize and maintain files to be easily accessed and audited, if needed. Ensure that all administrative tasks are completed in a timely manner.

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

**Reports To:** Director of Re-Entry

## HOW TO QUALIFY FOR THE JOB:

**Education:** High School Diploma or GED.

### Experience:

- Administer responsibilities and duties proficiently to the department needs.
- Responsible in the preparation of program forms, applications and filing paperwork accordingly.
- Answers, screens, and directs phone calls to staff; takes messages and schedules appointments.
- Monitor office expenditures for consistency with the office budget.
- Assist with Program contracts, reports, and other duties assigned by the Director.
- Assist with daily office scheduling, and 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 office manager skills.
- Stay actively busy and not on personal cell phone.
- Order supplies and maintain supply inventory for departments when requested, processes procurement forms and prepares for signature authority.
- Maintain front desk and waiting area clean and presentable.
- 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.*