

JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Receptionist
DEPARTMENT: Miami Nation Enterprises
REPORTS TO: HR Director
AREA: Miami, OK **FLSA: EXEMPT**
DATE: January 6, 2019

PRIMARY RESPONSIBILITY:

Administrative Assistant - Receptionist duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant - Receptionist duties are completed accurately and delivered with high quality and in a timely manner.

Essential Duties and Responsibilities

- Answer and direct phone calls
- Greet and assist visitors to the office
- Organize and schedule meetings and appointments
- Receive, sort and distribute the mail, correspondence emails, and faxes
- Assist in the preparation of regularly scheduled reports
- Maintain computer filing system
- Book travel arrangements as needed
- Submit and reconcile expense reports
- Research and create presentations
- Handle multiple projects
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories
- Order office supplies and maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Handle sensitive information in a confidential manner

Job Qualifications and Requirements:

- Required Associates Degree or 5 years demonstrated knowledge, skills and abilities gained through at least two years of office assistant experience; or an equivalent combination of training and experience required

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- Proficient in software such as Microsoft Suite and other relevant software systems
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Excellent time management skills and ability to multi-task and prioritize work

Travel

Travel is not required for the position

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.

Miami Nation Enterprises is an Equal Opportunity Employer.

To apply email glankford@mn-e.com