



## Job Description

**Position Title:** Administrative Assistant/Trainer  
**Department:** Food & Beverage  
**Salary:** DOQ  
**Posting Dates:** 04/19/2021-05/03/2021

**Position Summary:** This position is responsible for providing all clerical support services to the Food & Beverage Department. Incumbent is also responsible for training new employees into the department

**Essential Job Functions:** *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Receive, date, and file all incoming mail and organizational memos.
- Establish, maintain, and revise departmental files.
- Answer incoming calls and give routine information to callers; route other inquiries or problems to the Director.
- Type and proofread letters, memos, reports, and proposals by the Director.
- Assist the Director in planning and conducting staff meetings.
- Prepares departmental and group charges and distributes to appropriate departments.
- Assists Director in preparing Payroll Change Notices and Corrective Action Notices for departmental employees. Responsible for follow through and distribution where necessary.
- Responsible for maintaining an attendance point system log for departmental employees.
- Completes various departmental reports for the Director's review.
- Responsible for training or ensuring the training of new employees in job duties, customer service standards, and departmental and company policies and procedures.

**Job Requirements:**

**Education, Experience, and Certifications:**

- High School diploma or GED.
- Two year Secretarial degree or equivalent preferred.
- Must be able to pass background investigation

**Knowledge and Skills:**

- Excellent organizational and communication skills.
- Proficient in word processing and spreadsheet applications.
- Must be flexible and have well-developed interpersonal skills.

**EMPLOYMENT STATUS:**

This is full-time, non-exempt hourly position with full benefits. Native American preference applies.