



Iowa Tribe of KS & NE Administration Office is looking for a part time Receptionist for the front desk

This position will be part time, 30 hours per week, and not eligible for benefits. This position will report to the Tribal Administrator. The Receptionist will perform clerical duties in a primarily sedentary position.

Qualifications:

- Must be highly confidential
- Must possess high school diploma or GED
- Must be welcoming and friendly

Job duties:

- Meeting and greeting visitors
- Answering and forwarding phone calls
- Screening phone calls and taking messages
- Respond to visitors about their inquiries and direct them to the appropriate office or staff
- Receiving packages from couriers
- Sort mail and distribute to appropriate staff members
- Keeping the reception and foyer areas tidy

To apply: please visit our website or pick up an application at the Administration Office. Applications will be accepted until 4:30PM on 06/02/23. Please submit applications to HR Director Cheyenne Colborn ccolborn@iowas.org or 3345 B Thrasher Rd White Cloud, KS 66094. For questions, call 785-595-3258