



Position Description

Job Title: Front Desk Receptionist
Reports to: Director of HR
Classification: Confidential/Sensitive

Department: Human Resources
Employment Status: Non-Exempt
Driving Classification: Moderate

(TEMPORARY POSITION – October 2024 through January 2025)

Summary

The role provides confidential administrative and technical human resources support to all staff within the Human Resources Department.

Essential Functions

Responsibilities include, but are not limited to, the following:

- Performs administrative and office support activities across multiple areas with a strict focus on maintaining confidentiality in all matters.
- Fielding telephone calls, receiving and directing visitors while safeguarding sensitive information.
- Advanced word processing, spreadsheet creation, presentations, filing, and faxing, all while handling information with discretion.
- Extensive software skills are required, as well as Internet research abilities, with a strong emphasis on secure and confidential communication.
- Clerical duties include managing correspondence, filing, and data entry, ensuring the security of personal and confidential records.
- Upholds excellent telephone etiquette while managing confidential conversations.
- Works independently on assigned tasks, respecting the confidential nature of human resources work, and accepts direction as required.
- **Ability to maintain confidentiality is critical in all aspects of the position, including applicant and employee information.**
- Capable of multi-tasking in a professional environment while adhering to confidentiality guidelines.
- Accepts applications from the public, examines them for completeness, and maintains them in secure files.
- Performs light cleaning duties of the human resources office, including file room maintenance and maintaining confidentiality in all physical and digital records.
- Ensures compliance with E-Verify testing, upholding confidentiality of employee verification processes.
- Handles Motor Vehicle Record Release Authorization and other sensitive employee data with discretion.
- Updates bulletin boards, ensuring sensitive information is managed appropriately.
- Scanning of documents into electronic folders.
- Other duties as assigned, with a focus on maintaining confidentiality and discretion in all tasks.

Qualifications

- Must have a GED or high school diploma.

- Must have 2 years' experience working in an office setting, preferably in a role requiring confidentiality.
- Advanced Microsoft skills are preferred, particularly with secure data handling.

Physical Demands

The employee must occasionally lift and/or move up to 50 pounds. Primary functions require sufficient physical ability and mobility to work in an office setting, including prolonged sitting, occasional standing, walking, stooping, bending, kneeling, crouching, reaching, and twisting. The ability to handle office equipment requiring repetitive hand movement and fine coordination is necessary, as is verbal communication for secure exchanges of information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Indian Preference Act will be enforced. FMIT is an Equal Opportunity Employer. The above statements describe the general nature and level of work being performed by individuals assigned to this role. This is not an exhaustive list of all duties and responsibilities. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.