

# Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at [www.mycaddonation.com/employment](http://www.mycaddonation.com/employment). The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	<b>Administrative Assistant</b>	Posting Date:	<b>9-16-21</b>	Closing Date:	<b>Until Filled</b>
Department:	<b>Office of the Chairman</b>	Status:	<b>Regular Full-Time</b>		
Duty Location:	<b>Caddo Nation Hdqtrs., Binger, Oklahoma</b>	Salary:	<b>Based on Experience</b>		

## Job Summary:

Provides administrative and clerical office support to the Office of the Chairman. Salary may depend on level of experience, education, and the geographical location.

- Provide administrative assistance such as drafting letters, memos, sending emails, and preparing communications for the Chairman's signature
- Organizes meetings including scheduling, sending reminders, and organizing catering for events when necessary
- Makes necessary travel arrangements and lodging accommodations as necessary
- Answers phone calls in a polite and professional manner
- Manages the Chairman's calendar including making appointments and prioritizing the most sensitive matters

## Qualifications:

- High School Diploma or equivalent GED
- Previous experience in an administrative support role, secretarial or personal assistant
- Typing skill
- Experience with personal computers and computer software programs such as MS Office, Excel, and electronic mail
- Time management and ability to meet short timelines
- Verbal and written communication skills
- Interpersonal skills
- Strong organizational skills and ability to multi-task

**Basis of Rating:** *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

## Requirements:

### LICENSES OR CERTIFICATIONS

- Valid Driver's License

### PHYSICAL DEMANDS

- Work is primarily sedentary
- Some minor physical exertion such as light lifting or carrying

## Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

## Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	<a href="mailto:cwheeler@mycaddonation.com">cwheeler@mycaddonation.com</a>