



# Pawnee Nation Housing Authority

## JOB DESCRIPTION

Title: Office Assistance  
Department: Main Office  
Job Type: Full-time, Part-time, or Temporary  
Wages: Hourly, 40 hours per week

General Summary: The office assistant will perform daily duties of the Housing Office which includes basic administrative duties.

Reports To: Administrative Housing Technician  
Supervises: None

### Job Responsibilities

- Help in assisting clients and collecting applications
- Maintains and updates tenant files and other filing systems
- Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail; receives and distributes faxes, memos, and emails
- Assist with filing of vendor and client files and paperwork
- Maintain trusting relationships with suppliers, customers, and colleagues
- Assists in facilitating meetings and events
- Responsible for clerical support to the Housing Office
- Maintains and replenishes office supply inventory
- Maintains confidentiality
- Perform basic office duties as assigned
- Performs other related duties as assigned
- Responsible for creating Standard Operating Procedures

### Qualifications and Skills

- Basic office skills
- Written and verbal communication skills
- Familiar with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Scheduling and meeting planning
- Telephone skills
- Typing and word processing skills
- Dependability and professionalism
- Attention to detail
- Administrative writing and reporting skills

### Education and Experience:

- High school diploma
- Driver's license
- Previous experience

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Executive Director Approval

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Date