

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe 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:	Human Resources Representative	Posting Date:	10/11/2019	Closing Date:	10/24/2019
Department:	Human Resources	Status:	Regular Full-Time		
Duty Location:	Carnegie, Oklahoma	Salary:	\$12.00 - \$18.00/hr		

Job Summary:

The Kiowa Tribe is a tribal government, a growing organization, with a national presence. We are searching for a qualified Human Resources Representative to join our team in the Human Resources department located at the tribal headquarters in Carnegie, Oklahoma.

Under the direct supervision of the Human Resources Director, the Human Resources Representative will be responsible for performing HR related activities and duties. This position will provide comprehensive support in the areas of recruitment & staffing, orientation, organizational training, data input for HR and payroll system, maintain HR information records, files, and other sensitive files. Order supplies and other items utilizing procurement policy & procedures. Maintains and tracks budget expenditures. Provide support to the HR department with a focus on consistent employment practices and maintain utmost confidentiality.

The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

Qualifications:

Required:
 2 years or more of higher education in Human Resources, Business Administration or related field.
 2 or more years of work experience in human resources or related administrative position.
 Comprehensive knowledge of human resources practices, procedures and policies.
 PHR or THPR certification a plus.
 Experience with accounts payable a plus.
 Ability to prioritize work assignments and multi-task.
 Proficient in computer applications with a minimum of 60 wpm in word processing.
 Creative thinking and great communication skills.
 Ability to maintain a high level of discretion and confidentiality.
 Assist in design, plan and implementing training programs to support policy and procedures.
 Handles introductions of topic specialists at the start of training sessions and provides courses in such a way to stimulate and motivate attendees.
 Must be able to coordinate numerous assignments and have demonstrated track record of priority management.
 Must be able to illustrate and promote positive attitude, accuracy, and be proactive in a fast paced office environment.

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:

Must possess a Valid Oklahoma Driver's License and insurable insurance under the Kiowa Tribe's Driving Policy. Required to submit and successfully pass a pre-employment background check. All tribal positions are subject to random drug testing.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, 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	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org