



JOB OPENING

Administrative Assistant

Chehalis Tribal Loan Fund (CTLF) is seeking to hire an Administrative Assistant to assist with the overall efficient and effective management of daily operations and projects. This is an impactful position, helping improve the lives of others with opportunity for professional and personal development. Tribal preference is honored.

Contact Tamra Marlowe: tmarlowe@chehalistribe.org, (360)790-1631

This is a part-time position, working 24-30 hours weekly. General office hours are 9am to 2pm, Monday-Friday, with periodic evening or weekend hours for special events and meetings.

Hourly wage starts at \$16.29 per hour, with potential for an increase after 3 months, and great opportunity for advancement.

Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and welcomes visitors.
- Exhibits polite and professional communication, in-person and in writing
- Carries out administrative duties such as filing, copying, scanning etc.
- Assists in drafting reports and spreadsheets
- Arrange and organize meetings
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Light cleaning to maintain a safe, professional atmosphere.

Required Skills and Qualifications:

- Professionalism
- Friendly and welcoming demeanor
- Coachable and willing to learn
- Administrative Writing Skills
- Reporting Skills
- Microsoft Office Skills
- Organization and Process Oriented
- Problem Solving
- Supply Management
- Inventory Control

Education and Experience Requirements

- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint, and Adobe Acrobat is required.
- High school diploma or equivalent education required
- 3 years of administrative assistant experience preferred
- Valid driver's license and current automobile insurance

Applications are available at the CTLF office or provided by email, and applicant resumes are expected.