

Helena Indian Alliance

Job Description

Position Title: Administrative Receptionist

Reports to: Executive Assistant

OVERVIEW

Under the direction of the Executive Assistant: the Receptionist performs administrative duties; is responsible for applying a collaborative, team approach; in support of the Executive Director.

SUMMARY

The Receptionist shall serve as the primary administrative support position and will be under direct supervision of the Executive Assistant. This position will be responsible for scheduling for the Executive Director, serving as receptionist for the administration, originating Executive Directors correspondence and assisting with other organizational correspondence, assisting with organizational procurement compliance, assisting with accounts receivable and accounts payable, filing, scheduling and access of the building.

RESPONSIBILITIES AND DUTIES

I. Directs or performs the administrative operations of the Helena Indian Alliance in:

- 1) Greet and direct visitors to the appropriate personnel.
- 2) Register clients for the Assessment, Course, and Treatment (ACT) program and maintain/update files.
- 3) Data processing:
 - a. Compare data with source documents, or re-enter data in verification format to detect errors
 - b. Compile, sort and verify the accuracy of data before it is entered
 - c. Select materials needed to complete work assignments
 - d. Store completed documents in appropriate locations
- 4) Order approved supplies for all departments within the organization.
- 5) Maintain complete operational filing system.
- 6) Maintain and provide scheduling of Helena Indian Alliance facilities.
- 7) Log and distribute incoming mail.
- 8) Answers incoming calls, direct calls to appropriate staff/program and provides referrals/information.
- 9) Prepare monthly newsletter and mail out.

- 10) Maintain community bulletin boards, calendars and events. Coordinate annual community events throughout the year.
- 11) Willingness to assist with transportation for patients and community members.

II. SKILLS:

Considerable knowledge of management practices, systems and procedures such as personnel, knowledge of and ability to use computer, proficient typing, operating a file system and other secretarial skills, understand scheduling process, operates multi-line telephone systems, good customer service skills, and able to handle multiple tasks. Must be able to sit for long periods of time, stand for short periods of time and lift approximately 50 plus lbs.

IV. OTHER REQUIREMENTS

Helena Indian Alliance (HIA) is a non-profit organization contracted to provide services to the Helena Indian Community. Part of HIA's plan is required that staff promote and support HIA through other activities in fundraising, professional representation, public appearances and represent HIA on behalf of the Executive Director and the HIA Board of Directors.

The Executive Director may at any time add, subtract and/or change the duties and responsibilities and assign the same.