



Sioux Valley Dakota Nation

Employment Opportunity

Executive Office

Administrative Assistant

(One) Full-Time, Permanent

Position Summary: The administrative assistant is responsible for administration duties and to assist with communications of key executives of SVDN Chief and Council. The administrative assistant will report to Executive Assistant to Chief and Council.

Qualifications:

- Minimum grade 12 education, Business Administration education/experience would be considered an asset.
- Knowledge of community service trends, best practices, and resources
- Ability to maintain excellent and punctual attendance
- Strong time management skills and an ability to organize and coordinate multiple tasks
- Proficient in Microsoft Office and other relevant software
- Strong written and oral communication skills
- Ability to maintain professionalism and strict confidentiality with all materials

Position Duties:

- Maintains confidentiality on all matters relating to the affairs of SVDN.
- Administration duties such as photocopying, fax, memos, etc.
- Ensure correspondence is prioritized: emails, letters, and messages.
- Record incoming and outgoing mail and direct to appropriate department
- Intake messages and all incoming requests
- Efficiently manage and maintain various calendars, arrange meetings, travel, itineraries, etc.
- Filing and organizing incoming/outgoing correspondence
- Performs other duties and responsibilities in accordance with the SVDN policies, standards, and procedures, and as directed by the Director of Intergovernmental Affairs.
- Coordinate with Chief & Council, staff, government officials, vendors, and businesses
- Scheduling and organizing meetings and appointments.
- Prepare materials and briefings upon request.
- Other duties as assigned

Submit Cover letter and Resume indicating Competition Number: 202431

Closing Date: May 2, 2024

Human Resources Department
Sioux Valley Dakota Nation
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Email: hrapplications@svdngovernance.com

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full job description, please email hrapplication@svdngovernance.com to request a copy.