



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST REPOST REPOST

JOB TITLE: **Administrative Assistant/Berry Seller (part-time)**
SUPERVISOR: **Tribal Forester Manager**
LOCATION: **Forestry Department**
POST DATE: **May 25, 2018**
CLOSING DATE: **Open until Filled.**

General Description: The Administrative Assistant/ Berry Seller will be working on Forestry projects for approximately 8 months out of the year and 4 months of the year on the strawberry farm or agriculture related projects. This position is primarily indoor work during the winter, spring and fall and outdoor work during mild weather conditions in the summer months. The position is currently listed as part time 20 hours/week. 7:00-12:00: Monday-Thursday. Specific hours and days worked could be flexible/negotiable, but not to exceed 20 hours at this time.

Qualifications: High School diploma or equivalent is required. Proficient in Microsoft excel, word and office. Typing and organizational skills required. Must have cash handling experience. Must have a valid Wisconsin driver's license.

Salary: \$12.00 hour

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located via website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Administrative Assistant/Berry Seller

B. DEPARTMENT: Tribal Forestry

C. SUPERVISOR'S TITLE: Tribal Forester Manager

D. DESCRIPTION OF DUTIES: The Administrative Assistant/ Berry Seller will be working on Forestry projects for approximately 8 months out of the year and 4 months of the year on the strawberry farm or agriculture related projects. This position is primarily indoor work during the winter, spring and fall and outdoor work during mild weather conditions in the summer months. Specific job duties include but are not limited to:

Forestry work (Sept-April) will include but not limited to: Paying of bills, figuring forest product scale summaries, calculating harvest volumes, answering phones and email, data entry, bid solicitations, issuing firewood permits, assisting with budgets and timber sale reports, office supply and organization, billing of loggers, cuff account maintenance, letter writing/ T and E reports, various monthly reports, map preparation and ordering.

Other duties assigned may include light maintenance of the department's buildings and equipment including general office/shop cleaning.

Farm work (May-August) will include but not be limited: Preparing planting beds and fields for planting, installation of irrigation, plant transplants and seeds, tend plantings through irrigating, lots of weeding, mowing, weed whacking, tilling, fertilization, painting, mulching and assisting with the harvest of the produce. Work on weekends and evenings may be required during the growing season on a rotating schedule. Operation of tractor plus implements, rototiller, light trucks, hand tools, power tools and other machinery will be required.

Other duties assigned may include light maintenance of farm equipment, fencing, buildings, and general shop cleaning and organization.

Picking season duties: (From Approximately June 23rd until August 15th) The Administrative Assistant/Berry Seller will be the point of contact for customers. Greeting, directing, collecting fees and making change. The Berry Seller will also be in charge of organizing and finding local workers to assist in the pre-picking of produce.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Supervision received from Tribal Forester manager

H. EDUCATION: High school Diploma or Equivalent is required.

I. EXPERIENCE: Cash handling experience is required and previous customer service experience is preferred.

J. SKILLS:

1. Must be proficient in Microsoft excel, word and office. Good typing skills, organizational skills and phone skills are required.
2. Must be in good physical health capable of weeding, cleaning, tending gardens and beds and working in reasonably hot summer conditions.
3. Must be personable and customer oriented and able to make correct change by hand under stressful conditions, (People waiting in line).
4. Must be responsible, prompt when reporting for work and have a good past working record.
5. Must be able to carry out written and oral instructions without direct supervision.
6. Must be able to complete the duties assigned in a timely and workmanlike manner. Reporting of duties accomplished will be required.
7. Must be able to attend workshops, training sessions, etc. as determined by the supervisor and maybe overnight.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Includes indoor office work during winter, spring and fall and outdoor work during summer months.
2. **Exposure to Hazards:** Exposure to dirt, dust, noise and insects
3. **Physical Requirements:** In good physical condition capable of weeding, cleaning tending gardens and beds.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Administrative Assistant/Berry Seller to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that tarnishes the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:
