



OWECASO OTIPI FINANCIAL

PO Box 1996, Pine Ridge, SD 57770

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POSITION DESCRIPTION – ADMINISTRATIVE ASSISTANT

Reports To: Executive Director
Supervises: None
Hours: Full Time, Permanent
Classification: Non-Exempt
Starting Salary: \$30,000 - \$38,000 DOE
Location: Pine Ridge, SD

POSITION SUMMARY:

The Administrative Assistant plays a principal role in supporting the Executive Director with administrative duties, managing the customer database, records management, and other aspects of the organization's work. The Administrative Assistant will assist the organization's customers, answer phones, set up appointments and manage the organization files. Qualified candidates will possess a diverse skill set that includes customer service, data entry and administrative experience.

DUTIES AND RESPONSIBILITIES:

1. Manages incoming phone calls; direct callers to most appropriate source for action; use judgment and professionalism.
2. Schedule appointments with the clients and the staff.
3. Supports the finance office and the Executive Director with administrative duties.
4. Serves as the lead staff for the client intake forms and input the forms into the database.
5. Ensure consistent, accurate data entry.
6. Provides timely record keeping of all pertinent information on customers and technical assistance activities of the corporation, especially records relating to grant reporting requirements set forth by a variety of grantors and donors.
7. Follows organization policies, maintains confidentiality of customer information, and prepares reports as instructed by the Executive Director.
8. Attends Board and Loan Committee meetings when requested.
9. Must be a self-starter, have excellent communication skills and teamwork. Performs other tasks and duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

1. Experience with lending and housing programs is preferred, but not required.
2. Experience with administrative skills related to daily office tasks, such as answering phones, filing documents, and coordinating appointments.
3. Strong written and verbal communication skills.
4. Customer service and data entry experience is preferred.
5. Familiarity with computers and willingness to learn new software.
6. Ability to travel to meetings and conferences as needed.
7. High ethical and professional standards and careful attention to detail.

To apply, please email your resume, references, and letter of interest to csteale@mazaskacdfi.org or drop them off at our Pine Ridge office. This position is open until filled.