

EMPLOYMENT CLASSIFICATION: FULL-TIME
DEPARTMENT: ADMINISTRATION
FLSA CLASSIFICATION: NON-EXEMPT
REPORTS TO: DIRECTOR OF ADMINISTRATION

POSITION OVERVIEW

Provide administrative and clerical support to all departments and assist with accounting related tasks.

ESSENTIAL JOB FUNCTIONS

The information provided below encompasses the functions and capabilities linked with this position.

Duties and Responsibilities

The individual in this position is expected to engage in the following work-related activities.

- Coordinate training and travel arrangements for management and staff.
- Schedule and organize activities such as meetings, events, and conferences.
- Manage incoming and outgoing mail and packages, including arranging for shipment, distributing mail, and logging all incoming and outgoing items.
- Retrieve, drop off, and distribute confidential correspondence and time sensitive materials both on and off premises.
- Request, track, and ensure completion of all maintenance requests.
- Maintain internal company documents, such as phone directories and Standard Operating Procedures database.
- Maintain physical and electronic filing systems.
- Manage purchasing supplies for all departments, including distributing supplies upon arrival, maintaining an inventory of existing supplies, and related recordkeeping.
- Respond to and/or direct internal and external e-mail, phone and in-person inquiries as appropriate, including employment inquiries.
- Assist with composing routine and advanced communications and correspondence, including letters, memoranda, and reports.
- Assist with accounting related tasks, such as Accounts Receivable and preparation of deposits.
- Assist with administrative duties in support of Commission in the absence of the Executive Assistant or as needed.
- Other duties as assigned.

Skill Profile

The individual in this position is expected to possess and exhibit the following knowledge, skills, and abilities.

- Demonstrate a commitment to and value for conducting oneself in accordance with highest standards of integrity and ethical behavior, particularly with regards to maintaining confidentiality and safeguarding sensitive information, in compliance with all applicable laws, rules and regulations.
- Maintain working knowledge of internal policies and procedures related to job tasks.
- Ability to comprehend and apply a common sense understanding to carryout detailed but simple written or oral instructions.
- Ability to effectively communicate information and ideas, as well as compose clear, effective, and grammatically correct reports, witness statements, and business correspondence appropriate for the intended audience.
- Demonstrate a high degree of accuracy and attention to detail in all tasks.
- Excellent problem solving skills related to standard situations with common, predictable variables.
- Manage multiple projects, properly organize and prioritize workload, and demonstrate flexibility and adaptability in a face-paced environment.
- Ability to carry out basic mathematical computations, including add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and draw and interpret bar graphs.

- Ability to work in a professional manner in an environment with individuals from many different cultures and backgrounds.
- Ability to work both independently with minimum direction and as part of a team.
- Working knowledge of MS Office, including document creation and editing in Word, messaging and calendaring in Outlook, and performing routine tracking and basic computations in Excel.

Capability Requirements

The following capabilities are required to perform the essential functions of this position.

- Effectively communicate with others verbally and in writing, including by phone, e-mail, or in person.
- Understand, remember, communicate and apply routine oral and/or written instructions and factual information.
- Maintain sustained concentration on computer screens, and use keyboards and a variety of peripherals.
- Maintain sustained concentration and focus in a moderately noisy environment.
- Remain in a stationary position (sitting or standing) for extended periods of time; move about the property occasionally; and stoop, kneel and bend occasionally.
- Exert up to 30 pounds of force occasionally and/or up to 15 pounds of force frequently, to lift, carry, push, pull, or otherwise move objects.
- Tolerate working in a confined space for prolonged periods of time with sustained exposure to moderate noise and occasional sustained exposure to tobacco smoke.

Minimum Qualifications

The following are required of an employee in this position.

- One year experience and/or training in a similar position, or equivalent combination of education and experience.
- High school diploma or general education degree (GED).
- Current PGC Class "A" Gaming License.
- Ability to periodic travel locally, regionally or nationally to trainings and other events.
- Requires passing background check, credit check, and drug screening upon hire.
- Must be age 21 or older.

ACKNOWLEDGEMENT OF EXPECTATIONS

I have read and understand the essential functions of this position, including the necessary capabilities, and can perform these with or without reasonable accommodation. I understand that I can request a reasonable accommodation, should one be necessary for me to carry out the essential functions of this position. I also acknowledge that the functions and capabilities for this position may change in the future, with or without notice. Additionally, I consent to the exclusive jurisdiction of the Pechanga Band of Luiseno Indians and the rules of its Gaming Commission.

Employee Name

Employee Signature

Date