



Montana-Wyoming Tribal Leaders Council

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VACANCY ANNOUNCEMENT

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Job Title: Receptionist
Reports To: Executive Director
Classification: Temporary to hire only
Location: Billings, Montana
Opening Date: November 9, 2007

JOB SUMMARY: Main duty is to answer multi-line phone calls professionally, politely, and directing the calls correctly, then assist in clerical needs.

DUTIES AND RESPONSIBILITIES:

- Answers incoming calls and directs calls correctly.
- Takes & delivers messages.
- Greets and welcomes visitors and directs or guides them appropriately.
- Delivers incoming mail to Office Manager, applies postage and processes out going mail.
- Checks fax machine for incoming faxes & delivers to appropriate personnel.
- Checks that paper bins are filled every other day, monitors supplies and provides notice to Office Manager of need to replenish.
- Maintains filing as directed by Office Manager, develops and sends faxes and emails as directed, makes copies, develop, update and maintain contacts database.
- Maintains cleanliness of lobby and front office and assists in refreshment preparation when meetings occur.
- General office duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent communication (verbal and listening) on phone and in person.
- Pleasant phone voice with proper grammar spoken.
- Ability to work with a variety of individuals including clients, employees and applicants.
- Microsoft Office Skills – Excel, Word, Outlook & Access preferred.
- Ability to multi-task and change directives quickly.
- Ability to work *effectively* in a fast paced office environment is essential.

MINIMUM JOB REQUIREMENTS:

- 2-4 years of strong high-volume multi-line phone systems.
- 2-4 years of office & clerical experience.
- Receptionist experience in a fast paced environment.

- Balance of clerical, phone, and requests.
- Customer Service experience preferred.
- Work environment maturity and professionalism.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Sit for long length of time, lift and/or move boxes up to 25 pounds.
- Handle routine physical activity level.

CONDITIONS OF EMPLOYMENT:

*Applicant must agree to serve a minimum three month probationary period during which time their employment can be terminated at any time. Upon hiring, applicant must read, sign, and comply with the MT WY Tribal Leaders Council Policy and Procedures. To apply for this position, please send Resume, completed Employment Application Form available at www.mtwytlc.com and include contact information for three references. Please mail or deliver your application to the attention of Gordon Belcourt at the **Montana Wyoming Tribal Leaders Council, 222 North 32nd Street, Suite 401, Billings, MT 59101, 406-252-2550**