

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2016-091 Issue Date: 09-30-16 Closing Date: 10-06-16

**Receptionist**  
**YN Land Buy-Back**  
**Hourly Wage: \$11.98/Regular/Full-Time**  
**\*Contingent upon Funding\***

The Receptionist position is responsible for greeting and assisting visitors to the LBBP office both in person, and over the phone. The Receptionist needs to be friendly, professional, and efficient in order to best handle the landowners' needs. The position requires strong customer service skills, and the ability to work closely with other co-workers and the general public. Also, intermediate knowledge of how to properly use a computer, phone, office equipment, and required software is crucial to the job.

**Knowledge, Skills and Abilities:**

- Ability to sufficiently use the Microsoft Office Suite (Outlook, Word, Excel) and other internal software as required by the position.
- Ability to sufficiently use computers, phones, tablets, printers, and copiers, and other office hardware as required.
- Professional appearance.
- Ability to be resourceful and proactive in dealing with issues that may arise
- Proficient typing and 10-key skill and speed.
- Ability to organize, multitask, prioritize and work under pressure.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Be able to learn about the LBBP in order to properly assist visitors
- At least one year of general office experience with an emphasis on serving the public.

**Special Requirements:**

- Minimum of a High School Graduate or equivalent.
- Must have a valid Washington State Driver's License.
- Must have or be able to obtain a Yakama Nation Tribal Driving Permit.
- No felony convictions or disqualifying criminal histories.
- Must be able to pass an alcohol/drug test in accordance with Yakama Nation Drug/Alcohol Policy
- Notary Public or ability to receive the designation
- Enrolled Yakama Preference.