



TAOS PUEBLO HUMAN RESOURCES

EXCELLENT CAREER OPPORTUNITIES

ADMINISTRATIVE ASSISTANT

Taos Pueblo is seeking qualified applicants for full-time position and to include an excellent fringe benefit package.

POSITION TITLE: Administrative Assistant

DATE POSTED: 01/24/2025

DEPARTMENT: Health & Community Services

CLASSIFICATION: Non-Exempt

REPORTS TO: Health & Community Services Director

LOCATION: Taos Pueblo, NM

JOB DESCRIPTION:

Welcomes visitors, answers phone, determines nature of business, and announces visitors to appropriate personnel, maintaining professional and courteous demeanor. Performs a wide variety of typing assignments which are sometimes confidential in nature; operates personal computer to enter data, draft, edit, revise, and print letters, tables, reports, and other materials. Resolves routine administrative problems and answers inquiries concerning activities and operations of department. Coordinates and performs a range of staff and/or operational support activities for the department; serves as a liaison with other departments in the resolution of day-to-day administrative and operational problems. Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established department policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings. Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for supervisors, which may include coordinating travel and lodging arrangements. Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed. Posts, balances, monitor, and reconcile internal department monthly ledgers, vendor receipts, vendor billing, health care billings, and requisitions; may track department monthly expenditures.

REQUIREMENTS:

High School Diploma or GED and three years administrative or secretarial experience, accounting or bookkeeping experience. Associates Degree in Administration or related field preferred. Tiwa speaking preferred. Must be able to pass drug test and background check, with NO prior convictions of any felonies.

EXCELLENT FRINGE BENEFITS PACKAGE:

- Competitive Wage paid bi-weekly, with overtime for more than 40 hours
- Healthcare (medical, dental, vision, prescription)
- Paid Time Off (PTO)
- Holiday Pay
- Basic Life Insurance
- Life and AD&D Insurance
- Short-Term Disability
- On-the-Job training and Skills development
- Employee Assistance Program
- 401k

Taos Pueblo reserves the rights to exercise preference in hiring for qualified Tribal Members/Indians in connections with all positions.

If you feel that you have the necessary skills, experience, motivation, please complete a Taos Pueblo employment application. If you feel that you have the necessary skills, experience, and motivation, please complete a Taos Pueblo employment application. For a copy of an application and a complete job description, please contact or stop by Taos Pueblo Human Resources at 1075 Veterans Hwy, Taos, NM 87571; call (575) 758-8626 ext. 124 or you can apply online, visit TaosPueblo.org/employment.