



Pride of the Ojibwe
13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

JOB ANNOUNCEMENT

Human Resources Administrative Assistant

POSITION: Human Resources Administrative Assistant
POSTING DATE: April 5, 2024
CLOSING DATE; Until filled.
SALARY: Negotiable
LOCATION: Tribal Administration Building
SUPERVISION: Human Resource Director
DEPARTMENT: Human Resource Department
ADMINISTRATION: Tribal Governing Board Personnel Policies and Procedures

Position Summary:

The Human Resource Administrative Assistant will be responsible for ensuring the accurate and timely filing, scanning, printing, and any other duties of all confidential personnel material as directed. The Human Resource Administrative Assistant will be highly visible and must practice excellent professionalism in all aspects of performing duties.

Qualifications:

1. Mature Adult
2. Tribal Preference Applies
3. High School diploma or equivalent required.
4. Computer experience is preferred.
5. Must be extremely professional, dependable, and courteous.
6. Excellent work ethics
7. Must be extremely accurate and detail oriented.
8. Positive person with excellent team member qualities
9. Maintain strict confidentiality and sign a confidentiality agreement upon hire.
10. Must be able to pass a background check.
11. Must be able to pass a pre-employment drug screen.

Required Skills, Knowledge and Abilities:

1. Knowledge of computer programs, or ability and willingness to learn.

2. Ability to further education
3. Excellent verbal and written communication skills

Duties and Responsibilities:

1. Be alert to the needs and requirements of the Human Resource Department, providing assistance whenever needed.
2. Process and distribute paperwork where needed.
3. Maintain a neat and orderly working area.
4. Maintain complete confidentiality of all information received.
5. Assist auditors in their audit needs.
6. Perform other duties that may be assigned from time to time.

Application Procedure:

Submit a completed **LCO Employment Application and Authorization to Release Information, resume**, at least **three (3) personal reference letters**, and any other supportive documents. A resume should be typewritten, indicating personal information related to the position for which the applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

13394 W Trepania Road

Hayward, WI 54843

Fax (715) 634-4797

HR Fax (715) 699-1209

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*Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.*