

RAP Receptionist- Part Time #2020-06 (STROUD) This position is responsible for answering telephone and giving proper information to callers. Also assisting and maintaining a proper records management system. Greets visitors, ascertains nature of business and help assist with proper paperwork and/or guidelines. Sorts incoming mail and stamps all forms with the date received. Calling vendors to obtain proper documentation. Through knowledge of policies and procedures of the Sac and Fox Nation; ability to understand and interpret pertinent policies and procedures clearly and accurately. High school diploma or GED equivalent with emphasis on business administration subjects, i.e. (typing, bookkeeping, office machines, Business, English, etc.). Experience in modern office procedures and office equipment, i.e. (Computers, scanners, copy machine and typewriter).