

# RECEPTIONIST/TRIBAL CLERK SUB

## SEASONAL EMPLOYMENT

### BBEDC / MANOKOTAK VILLAGE COUNCIL

#### QUALIFICATIONS:

- MUST BE A BBEDC CDQ RESIDENT
- MUST BE AT LEAST 18 YEARS OLD
- GOOD PHONE ETIQUETTE
- ABLE TO WORK PROFESSIONALLY AND RESPECTFULLY WITH STAFF, SUPERVISORS, AND THE GENERAL PUBLIC

#### DUTIES:

- ANSWER INCOMING PHONE CALLS AND TAKE MESSAGES
- PERFORM CLERICAL DUTIES
- FILE DOCUMENTS
- DIRECT GUESTS AND COMMUNITY MEMBERS TO THE APPROPRIATE PERSONNEL
- OTHER DUTIES AS ASSIGNED

#### COMPENSATION:

- \$14.00 PER HOUR
- 37.5 HOURS PER WEEK
- MAY - SEPTEMBER 2021
- UP TO 16 WEEKS OF EMPLOYMENT

**BBEDC WILL BE WILL BE ACCEPTING APPLICATIONS  
UNTIL THE POSITION IS FILLED.**

**FOR AN APPLICATION OR MORE INFORMATION  
CONTACT BBEDC AT 907-842-4370**