
MILLE LACS CORPORATE VENTURES

Job Title: Receptionist

Department: Human Resources

Grade: N03

Reports To: Director of Benefits & Risk Management

Date of Posting:

Posting Expires:

Shift:

No Transfers Accepted after 5:00 PM

American Indian Preference in Hiring

Resume and Application Required

SUMMARY:

Responsible for directing associate and guests while maintaining the front desk.

MEETING PERFORMANCE EXPECTATIONS:

To perform this job successfully, an individual must be able to perform **each essential duty** satisfactorily. Responsibilities listed below are representative of the knowledge, skills and/or ability needed to effectively execute this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

ESSENTIAL DUTIES OF THE POSITION:

- Greet all visitors with courtesy and friendliness.
- Answer telephones and route calls to appropriate associate if not able to answer question or provide necessary information.
- Assist with administrative duties such as copying, filing, word processing, faxing materials in a professional, confidential and courteous manner.
- Distribute incoming and outgoing mail, paychecks, faxes and courier packages.
- Maintain a neat and organized reception area.
- Maintain a filing and retrieval system, sufficient to support an efficient and functional office.
- Know and understand benefit, risk and employment documents and frequently asked questions.
- Maintain consistent and regular work attendance.

THE COMPANY REQUIRES EVERY ASSOCIATE TO:

- *Maintain a consistent and regular attendance record.*
- *Encourage mutual respect among associates by setting positive examples.*
- *Maintain a professional reputation in the company and community.*

EDUCATION and/or EXPERIENCE:

- High School diploma or general education degree (GED) or pass our basic skills assessment.

SPECIAL QUALIFICATIONS:

- Must be able to pass company pre-employment Drug and Alcohol test.
- Must be able to secure license from Gaming Regulatory Authority.
- Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.
- Responsible for following all relevant DGRs.

LANGUAGE SKILLS:

- Must possess excellent verbal and written communication skills.
- Must be able to effectively communicate in one-on-one, small group situations, and to moderate-sized gatherings of associates, executives and/or community leaders.

MATHEMATICAL SKILLS:

- Must be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals, and work with mathematical concepts such as statistical inference.

REASONING ABILITY:

- Must be able to apply common sense understanding to a variety of situations, in order to collect data, analyze facts, and determine appropriate response.

PHYSICAL DEMANDS:

While performing the duties of this job, the associate is regularly required to:

- Talk and hear;
- See and adjust focus to include close, distance, depth, and peripheral vision;
- Stand, walk, run, sit, balance, stoop, kneel, climb, crouch, and/or crawl;
- Handle objects, tools, and controls; reach with arms and hands.
- Lift and/or move objects weighing up to fifty (50) pounds.