



# Kickapoo Tribe of Oklahoma

**Job Title:** Receptionist

**Department:** Secondary Admin Bldg.

**Salary Start:** Depending on experience and educational background.

**Open:** August 4, 2017

**Closing Date:** August 11, 2017

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## **Description:**

Provides general **office** support with a variety of clerical activities and related tasks. The **receptionist** will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, filing, office machine maintenance and keeping office supplies in stock, will greet and assist visitors and other clientele with questions as allowed.

**FOR A FULL JOB DESCRIPTION – PLEASE CONTACT HUMAN RESOURCES**

## **Education and/or Experience**

High School Diploma with two years in office setting related experience.

## **Language Skills**

English language necessary. Kickapoo language a plus.

Interested applicants should submit an resume or application to:

Kickapoo Tribe of Oklahoma  
ATTN: Human Resources or fax to 405-964-7046  
PO Box 70  
McLoud, OK 74851

The Kickapoo Tribe of Oklahoma is an At-Will Employer

Kickapoo Tribal members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an equal opportunity employer.

*Kickapoo Tribe of Oklahoma is a Drug-Free Workplace*

