



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502
Tribal Offices: (251) 368-9136
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WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) JOB ANNOUNCEMENT

RECEPTIONIST TRAINEE

DEPARTMENT: TRIBAL MEMBER BENEFITS
REPORTS TO: DENISE YOUNG,
TRIBAL MEMBER SPECIALIST
LOCATION: PCI TRIBAL MEMBER BENEFITS DEPARTMENT
TYPE OF JOB: WIOA (Job Training 12 weeks or 480 hours)

Must live in Baldwin, Escambia, Mobile or Monroe Counties in Alabama.

OPENING DATE FOR APPLICATIONS: WEDNESDAY, SEPTEMBER 27, 2017
CLOSING DATE FOR APPLICATIONS: UNTIL FILLED

SUMMARY

The Receptionist greets the public and directs all phone calls, mail, and clients to proper staff within department; uses copier to produce materials; unpacks, checks, stores, and /or distributes incoming supply orders; takes and maintains inventory of assigned areas; and performs other duties as assigned by appropriate person.

QUALIFICATIONS

1. Must meet qualifications of the WIOA Program.
2. Must be high school graduate or GED equivalent or currently enrolled in GED Program.
3. Must be receptive to training (computer, typing, filing, and using office machines).
4. Must have ability to effectively work and communicate with other staff members as well as with the general public.
5. **Must have a valid driver license or be able to obtain one in 90 days**
6. **Must be mature and posses skills necessary to work with confidential information.**
7. Must be receptive to additional training if deemed necessary.

Any Qualified Native American (Tribal Member or 1st Generation) May Apply By Completing A WIOA Application At The WIOA Office, Located In The Human Resource Department.