**Job Responsibilities:**

Assist in operations for Tribal Court Grants, reporting, accounting and logistics for the office of the Native Village of Port Heiden. Reports to Grants Manager.

**Required Skills:**

* Able to report to work at 9:00 am every work day
* Patience
* Respect for people, buildings and equipment
* Able to tell someone if something needs correcting
* Willingness to learn
* Willingness to help others when not busy
* Ability to work remotely
* Travel to remote locations may be required

**Job Duties:**

* Assists with reporting, accounting and logistics

**Skills and Qualifications:**

Ability to read, write and communicate with people in the community.

**Other:**

* Personal errands are not allowed on company time
* Call or text if late or sick. If more than 3 late/sick instances employee will have a meeting with their supervisor to discuss consequences
* Driver’s License is required for driving company vehicle

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Employee sign & print

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Supervisor sign & print