

COVID-19 Receptionist- Temporary #2021-16 (SMPC-SHAWNEE) The position will assist in providing social distancing by providing pre-check in screening to the Shawnee Multi-Purpose Building in the visitor management process. Greets visitors, ascertains nature of business and conducts pre-check in for all visitors. Answers telephone and gives information to callers or routes call to appropriate person. Sorts incoming mail for distribution; stamps date of receipt on incoming mail. Makes copies of correspondence or other printed matter using copying or duplicating machine. Thorough knowledge of spelling, punctuation, and grammar, and of Business letter formats. Thorough skill in typing. Good telephone voice and ability to interact with the public and Tribal Staff in a positive, professional matter. High School Diploma or GED equivalent with emphasis on business administration subjects.