



Administrative Officer Position Description

Reports To: Executive Director

Supervises Over: None

Hours: Full Time, Permanent

Classification: Nonexempt

Salary: \$22.00 + DOE

Location: Eagle Butte, SD is preferred with remote consideration for right candidate

Job Summary

The Administrative Officer is in charge of assisting in all departments at Akiptan. The ideal candidate would be a highly organized and self motivated individual with problem solving skills to tackle administrative and clerical duties. This position would be most efficient and effective at our office in Eagle Butte, SD, but remote work will be considered for the right candidate.

Duties and Responsibilities

The Administrative Officer's duties include, but are not limited to the following:

- Answering phones and monitoring the company's general email account. Responding to general inquiries about the organization. Emailing and mailing clients and partners as the need arises.
- Filing receipts, contracts, and other documents. Responsible for all in person and online filing. Assist with the monthly bank reconciliations.
- Assist with booking travel arrangements and booth accommodations. Aid in an in person or online events and marketing as needed.
- Managing multiple to do lists and calendars and coordinating schedules as required.
- Ordering supplies for the organization. Mail and bank runs. Sending supplies to clients, staff and partners.
- Data entry. Organizing and assisting with grants, contracts and other deadlines and deliverables. Pulling reports in the organization's software and assisting with compliance review.

(605) 301-0581 · P.O. Box 858 · 412 S. Main St., Suite E · Eagle Butte, S
D 57625

WWW.AKIPTAN.ORG





- The Administrative Officer will be the main point of contact for the staff and oversee the IT support, onboarding and other administrative processes. Head the HR/team building activities and weekly staff meetings. Ensure a smooth flow of programs by assisting where needed on administrative tasks.

Minimum Qualifications

- Strong written and verbal communication skills and the ability to field customer service questions and internal/staff questions. Ability to handle in person and remote interactions.
- Attention to detail and technical reading skills.
- Critical thinking and problem solving. Ability to multitask.
- Experience in managing deadlines and good time management.
- Good computer skills and the ability to learn new software/programs quickly.
- Basic office skills such as: filing, phone answering, tidiness, etc.
- 2 years of experience is preferred, but not required. Training will be provided.

This position is eligible for a full suite of benefits including health, dental, vision and life insurance, retirement, and other benefits. For all questions, please contact Skya Ducheneaux at 605-301-0581 or skya@akiptan.org. To apply, please email your resume, references and letter of interest to skya@akiptan.org or drop them off at our Eagle Butte office. This position is open until filled.

(605) 301-0581 · P.O. Box 858 · 412 S. Main St., Suite E · Eagle Butte, S
D 57625

WWW.AKIPTAN.ORG

