



RECEPTIONIST

BBEDC / MANOKOTAK VILLAGE COUNCIL
SEASONAL EMPLOYMENT

QUALIFICATIONS

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- HIGH SCHOOL DIPLOMA OR GED REQUIRED
- MUST BE PUNCTUAL AND DEPENDABLE
- MUST BE ABLE TO WORK INDEPENDENTLY
- ABLE TO OPERATE OFFICE EQUIPMENT

DUTIES

- ASSIST TRIBAL CLERK TO TYPE AND FILE DOCUMENTS
- ANSWER PHONE CALLS AND TAKE MESSAGES FOR STAFF WHEN NEEDED
- ASSIST ALL COMMUNITY MEMBERS WHO COME TO THE OFFICE
- ASSIST COMMUNITY MEMBERS TO SEND EMAILS AND FAX DOCUMENTS
- OTHER DUTIES AS ASSIGNED

COMPENSATION

- \$20.00 PER HOUR
- 37.5 HOURS PER WEEK
- MAY - SEPTEMBER 2026
- UP TO 16 WEEKS OF EMPLOYMENT

**BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL
THE POSITION IS FILLED.**

**FOR AND APPLICATION OR MORE INFORMATION,
CONTACT BBEDC AT 1-800-478-4370**