



Chippewa Cree Construction Corporation Vacancy Announcement

Position:	Receptionist
Salary:	D.O.E. not to exceed budget
Location:	Main CCCC Offices
Closes:	January 18, 2023
Classification:	Support Staff, Regular, Full Time, Covered, Non-Exempt, Critical.
Hours:	8:00 am to 4:30 pm M-F, extended hours as needed.

Duties:

- Greet clients and visitors with a positive, helpful attitude
- Assisting clients in finding their way around the Corp offices
- Announcing clients as necessary
- Helping maintain visitor logs
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans
- Preparing meeting and training rooms
- Answering phones in a professional manner, routing and screening calls as necessary
- Assisting colleagues with administrative tasks
- Performing ad-hoc administrative duties
- Sorting and distributing mail
- Provide excellent customer service
- Scheduling appointments
- Other duties as assigned

Requirements:

- Associates or degree in related field, or extended prior experience
- Valid Montana State Driver's License
- Consistent professional dress and manner

Chippewa Cree Construction Corporation

P.O. BOX 3008 • Box Elder, Montana 59521 • TEL:(406) 352-8000 • FAX:(406) 352-8005 • www.cccc.build

- Excellent written and communication skills
- **Competency** in Microsoft applications including Word, Excel and Outlook
- Excellent time management skills
- Experience with administrative and clerical procedures
- Able to contribute positively as part of a team, helping out with various tasks as required.
- Must be 18 years of age or older
- Priority for Selection of applicants for employment with the Chippewa Cree Construction Corporation is as follows:
 - Qualified, honorably discharged (must show proof by submitting a DD 214 Certificate) veterans who are enrolled members of the Chippewa Cree Tribe
 - Qualified enrolled members of the Chippewa Cree Tribe
 - Other qualified Indians
 - Qualified Non-Indians
- Must have not been terminated for Violation of Drug Ordinance 1-99 within the past year
- Subject to drug testing per Drug Ordinance 1-99

Submit the Following:

- Application
- Resume
- Transcripts (if applicable)
- Letter of Interest
- Copy of CURRENT NON-EXPIRED Montana State Driver's License
- DD 214 (if applicable)
- CIB (if applicable)
- Three (3) **CURRENT** letters of references with active phone numbers and addresses for contact.

For further questions, please contact Marva Stump at (406) 352-8000 or at mlstump@hotmail.com.