

## **Job brief**

We are looking for an Office-Aide to manage our front desk with professional customer services, to perform receptionist tasks; courtesy answering calls. You will welcome guests and greet people who visit the Chapter; You will also coordinate front-desk activities, including distributing correspondence.

## **Requirements and skills**

- Proven work experience as a receptionist
- Proficiency in Microsoft Office
- Hands-on experience with office equipment (e.g., Grand stream telephone, HP Laser Jet Printer)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school diploma / G.E.D

## **Office Aide responsibilities include:**

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g., pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain front office security
- Order front office supplies and keep inventory of stock
- Update calendars and send out meeting log-in credentials
- Research quotes for chapter expenses (Equipment, Trainings, etc.)
- Perform other clerical receptionist duties such as filing, photocopying, and handling the cash drawer.
- Drawing up Residence Verifications and acquiring signatures
- Preparing documents for Chapter Meetings, Administration and Staff Meetings
- Assist in any events, meetings, projects, programs, etc. that may arise.

Please provide the following documents when turning in your completed application.

1. **Certificate of Navajo Indian Blood (CNIB) to receive Navajo Preference.**
2. **Copy of Social Security**
3. **Copy of Valid State Driver License/ID.**

# **SAN JUAN CHAPTER**

## **Application Checklist:**

### **Public Employment Program**

1. \_\_\_\_\_ Completed Application:
2. \_\_\_\_\_ Driver's License:
3. \_\_\_\_\_ Social Security Card:
4. \_\_\_\_\_ CIB:
5. \_\_\_\_\_ Navajo Nation Voter Registration:

***\*\*Incomplete Applications will NOT be accepted***



Documents Needed:  
CIB & Social Security Card  
ID or Driver's License  
\*Must Be a San Juan Chapter Voter\*

# San Juan Chapter

## Employment Application – Office Aide

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Have you ever worked for San Juan Chapter? YES NO  
☐ ☐ If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO  
☐ ☐

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
☐ ☐ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
☐ ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
☐ ☐ Degree: \_\_\_\_\_

## References

Please list three references who **are not related** to you

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO  
☐ ☐

### **Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### **Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_