



LAC COURTE OREILLES FINANCIAL SERVICES, LLC

13526 W Trepania Road, P.O. Box 1506 Hayward, WI 54843

Job Description	
Position Title	LCOFS Administrative Specialist
Reports to	Director of Operations
FLSA Status	Non-Exempt/Hourly
Compensation	\$15.00
Classification	Non-Exempt
Posting Date	05/15/2020
Posting Closing Date	Until Filled
Position Information	Full-Time Employment (FTE)
Benefits	Health, Dental, Life, 401K
Location	Hayward, WI
Job Description Summary	
<p>Administrative Specialist duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures. Ability to effectively communicate via phone and email ensuring that all Administrative duties are completed accurately and delivered with high quality and in a timely manner.</p>	
Responsibilities and Duties	
<p>As an Administrative Specialist you will:</p> <ul style="list-style-type: none">• Provide the full range of administrative services in response the specific needs of the organization.• Assist Executive Management team in accomplishing project objectives• Manage office equipment and supplies, and letting supervisor know when supplies are needed• Provide general administrative support related to office supplies• Process daily mail and check processing• Scan in customer payments• Deposit customer payments• Answer the telephone and transfer to the appropriate staff member• Using modern phone system, e-fax and scanner• Data entry and maintenance of scanned/ electronic files according to company procedures• Receive and sort daily incoming and outing mail/ deliveries• Special projects as assigned by Executive Team• Work with other departments	



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Required Skills

- Ability to provide excellent customer service to both internal and external
- Effective time management skills
- Multitasking and handling multiple request from different individuals and departments
- Capable of working independantay as well as a team
- Excellent organizational skills
- Ability to communicate precisely and professionally both verbal and written

Preferred Education and/or Experience

- Minimum of High school diploma/ GED
- Associates degree in Administrative Specialist or related field (preferred)
- Type 50 wpm

Technical Skills

- Proficient use of MS: Word, Excel, PowerPoint, Outlook.
- Proficient user of the Internet and cloud-based storage.

Working Conditions / Physical Demands

- Must be able to sit for long periods of time, taling, listening constantly
- Some travel may be required
- Typing, data entry in screens daily
- Stand and walk for extended period of time
- Occasionally lift up to 5 lbs.
- Noise level: moderate noise lever daily in an office atmosphere.

Application Process

Submit to LCO Financial Services at the address listed above:

- Fill out an LCO Financial Services Application
- LCO Financial Services is an equal opportunity employer; however, Indian Preference will apply to qualified applicants.