



Job Position: Office Floater	Status: Part-time/Non-Exempt
Division: Museum	Salary: \$10.00/hr
Posting Date: February 17, 2020	Closing Date: March 3, 2020

Job Description

Summary

The Administrative Floater performs a variety of duties including providing assistance in the Tunica Biloxi Gift Shop, reception desk, tour guide, and office assistant and general housekeeping.

Duties and Responsibilities:

- Provide excellent customer service by attending to the needs of visitors to the property
- Assist the Gift Shop manager with inventory and clerical needs.
- Facilitate tours for visitors to the property
- Receive and deliver packages and inter office folders to departments.
- Assist in coordinating and preparing company mail outs.
- Assist members of management with clerical duties.
- Answer phones in a courteous manner.
- Act as relief receptionist for upstairs and downstairs reception areas
- Direct guest to appropriate areas.
- Perform housekeeping duties, to include mopping
- Complete all other duties as assigned.

Qualifications:

- Must be aware and strictly abide by the Code of Confidentiality.
- Must be able to work well under minimal supervision.
- Possess the ability to deliver information in a clear and respectful manner to fellow team members and customers.
- Meets all customer service expectations and standards in all interactions with customers, vendors and fellow team members.
- Highly organized with excellent follow through and attention to detail.
- Able to work in a fast paced environment and juggle multiple roles and projects. Able to work independently and as part of a team.
- Ability to follow instructions and established procedures related to duties and responsibilities.
- Must be able to pass a criminal background check.



Education and Experience:

- High School diploma or GED required
- Clerical experience preferred
- Janitorial experience preferred

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time and be able to lift at least a minimum of 30 pounds.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.



