

JOB OPENING ANNOUNCEMENT

Job Title: HR Administrative Assistant

Report To: HR Director

Department: Human Resources

Job Vacancy: YAN-25-78

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 7/14/2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Human Resources Administrative Assistant provides administrative support to the Human Resources Director and staff in various areas including, but not limited to, employee recruitment, interview process, personnel file management, drug & alcohol testing for pre-employment, random testing and post-accident.

QUALIFICATIONS:

- Possess a High School Diploma and/or Associates Degree in Business.
- Minimum at least one (1) year on-going experience with Human Resources, or administrative support experience.
- Must be able to type with accuracy and have excellent grammar and punctuation skills.
- Must be able to pay attention to detail and be accurate.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Organization skills including time management.
- Previous experience as a public speaker and ability to speak in front of a large group of people.
- Practical experience with Microsoft Excel, PowerPoint, Outlook, Word, and other software applications.
- Ability to demonstrate a high level of professionalism and confidentiality when interacting with employees and the public, and while working in a team setting.
- Must have a valid Arizona Driver's License, be insurable with the Nation's auto insurance policy, and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Performs customer service functions by answering employee requests and questions.
- Receives the public in person and provides information if required and/or directs to appropriate staff for assistance.
- Prepare weekly job vacancies and job opening announcements.
- Post job advertisements on various job boards, checking for accuracy, and monitoring job responses.
- Process and review employment applications in order to evaluate qualifications or eligibility of applicants.

- With prior approval, coordinates and schedules interviews for vacant positions, location, dates and times.
- Facilitate interviews with department manager/director and follow up with candidates.
- Contact applicants on final selection and prepare letters to candidates on hiring decision.
- Performs administrative duties for staff, i.e., making copies, faxes, collating and mailing of letters and correspondence.
- Maintain Human Resources Department subject and personnel files in accordance with departmental filing plan.
- Establish and maintain new hire and termination logs.
- Will present New Hire Orientation, which consists of explaining policies, benefits and procedures to employees.
- Sorts department mail for Director review and processing.
- May serve as an alternate for other administrative positions for providing temporary front desk coverage.
- Must maintain strict **confidentiality** of all personnel/individuals' contractor/visitors related matters including, but not limited to, drug test results, background checks, medical information, and compensation.
- Maintains a positive and professional relationship with Tribal employees and public.
- Performs other related duties as assigned.

Physical Requirements:

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**