



QUILEUTE TRIBAL ENTERPRISES

HUMAN RESOURCES DEPT.
P.O. Box 67, La Push, WA 98350
(360) 640-5613

Position: HR Administrative Assistant

Supervisor: Human Resources Manager

Location: Quileute Oceanside Resort Administration Offices

Work Info: Full Time 40 Hrs./Week (M-F)

Salary: DOQ/E

POSITION SUMMARY:

The Human Resources Administrative Assistant provides day-to-day administrative and clerical support to the Human Resources department and assists with maintaining organized, accurate, and confidential employee records and HR documentation. This position supports a variety of HR activities, including filing, data entry, document collection, recordkeeping, meeting notes, employee communications, and general office organization. This position is well suited for someone who is organized, dependable, detail-oriented, and comfortable working with confidential information. Previous office or administrative experience is helpful, but extensive Human Resources experience is not required. The successful candidate should be willing to learn HR processes and procedures, follow established directions, communicate professionally with employees and leadership, and provide consistent follow-through on assigned tasks.

Because this position may have access to sensitive personnel and organizational information, maintaining confidentiality, professionalism, accuracy, and discretion is an essential expectation of the role.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide general administrative and clerical support to the Human Resources department.
- Maintain organized employee personnel files, HR records, forms, and other documentation.
- File, scan, copy, upload, and organize employee and HR documents in paper and electronic filing systems.
- Assist with collecting required employee documentation and following up on missing or incomplete forms.
- Enter and update employee information in HR systems, spreadsheets, databases, and other records.
- Review documents and records for completeness and notify appropriate HR staff of missing or inconsistent information.
- Assist with new-hire paperwork, onboarding documents, and preparation of employee materials.
- Prepare, organize, and distribute routine HR forms, notices, correspondence, and other documents.
- Take clear and accurate notes during meetings, interviews, employee discussions, or other HR-related meetings as requested.
- Assist with scheduling interviews, meetings, onboarding appointments, and other HR activities.

- Communicate with employees regarding routine paperwork, documentation needs, appointments, and HR administrative matters.
- Help maintain an organized, professional, and confidential HR office environment.
- Travel between company locations and departments as needed to collect or deliver documentation, obtain signatures, attend meetings, or provide HR administrative support.
- Maintain strict confidentiality regarding employee, personnel, and organizational information.
- Perform other related duties and administrative assignments as needed.

QUALIFICATIONS:

Required

- High school diploma or equivalent.
- Strong attention to detail and organizational skills, with excellent attention to detail and accuracy.
- Demonstrated reliability, integrity, and trustworthiness when handling sensitive personnel, financial, and confidential information.
- Strong written and verbal communication skills.
- Ability to follow instructions, established procedures, and assigned deadlines.
- Comfortable working with computers, electronic records, email, and standard office software.
- Ability to accurately enter, maintain, and organize information.
- Ability to organize and prioritize multiple tasks.
- Good problem-solving and follow-through skills.
- Ability to recognize when an employee question or issue should be referred to HR leadership or a benefit provider.
- Ability to work independently on routine assignments while asking questions or seeking guidance when necessary.

Preferred

- Previous administrative, clerical, office, records, or Human Resources support experience.
- Experience with electronic filing, data entry, document management, or employee records.
- Familiarity with Paylocity, HRIS, payroll, or employee management systems.
- Previous experience working in an office environment with confidential records.

WORK ENVIRONMENT:

- Office setting with frequent computer use.
- Must be able to sit for extended periods.
- This position is primarily performed in a professional office environment but may require regular travel between multiple company locations and departments within the surrounding campus/property, including administrative offices, resort operations, restaurant, retail, and other business locations.
- Must be able and willing to travel between work locations throughout the workday as needed to assist employees, deliver or collect documents, attend meetings, or perform other HR-related responsibilities.
- When driving is required for job-related duties, the employee must be able to safely operate an authorized vehicle and meet applicable organizational driving requirements.

- The position regularly handles confidential employee records and may be exposed to sensitive personnel information and workplace matters.

EMPLOYEE BENEFITS:

- Health insurance options- Medical, Dental, Vision, etc.
- Life Insurance, AD&D Insurance,
- 401(k) retirement plan
- Paid time off and leave benefits (PTO)
- Full-time, Monday–Friday daytime schedule

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: gte.hr@quileutetribe.com

-OR-

**The Quileute Tribal Enterprise
Human Resources Department
P.O. Box 67
La Push, Washington 98350**

Ensure your application contains:

1. Quileute Tribal Application **(REQUIRED)**
2. Cover Letter **(REQUIRED)**
3. Resume **(REQUIRED)**
4. Tribal Enrollment Verification **(REQUIRED, if applicable)**
5. Driver's License **(REQUIRED)**
6. Diploma/Transcripts(s) High School/GED, College **(REQUIRED)**
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.