



SKI APACHE

Title: Ski Apache Human Resources Assistant

Department: Ski Apache

Opening Date: October 7, 2009

Closing Date: October 9, 2009

Gaming License Required: Yes

Pay Rate: 10.00

Shift: Includes Weekends and Holidays

Positions Available: 1 Full-Time Seasonal

Job Summary: Is responsible to provide clerical and administrative support to Ski Apache Human Resource Department. Assists manager with professional organizational responsibilities; manages and maintains accuracy of confidential personnel data; maintains record keeping for daily operation of Ski Apache. Maintains the highest level of confidentiality and integrity in all employee matters; Interacts with department customers in a polite and professional manner. Responds to team members requests for forms, policy/procedures, etc. when appropriate. Answers the telephone and responds to calls for assistance; tactfully and discreetly obtains relevant information; serves as liaison with staff, faculty, major administrators and external. Organizes and maintains file system and files correspondence and other records; Sets up and labels files for new hires; Verifies all documentation for accuracy and completeness prior to entry in to the system.

Job Qualifications: High School Diploma or General Educational Developmental (GED) Certificate; or six months to one year job related experience and/or training; or equivalent combination of education and experience may be substituted. Excellent organizational, date-entry, clerical, verbal and written communication skills. Must possess good oral and written communication skills, as well as quality people skills; Basic use of software applications, database, spreadsheets and /or word processing required.

Mescalero Apache Tribal Preference. Bi-cultural experience preferred.

Applications/Resumes must be submitted to the Human Resources Center located on the 5th Floor, East end of the Inn. Applications/Resumes may be submitted via Fax at 575-464-7310. For more information, contact the center at 575-464-7329.

"Best All Season Resort Destination in the Southwest".