



North Dakota Native Vote  
919 S 7<sup>th</sup> Street  
Suite 603  
Bismarck, ND 58504

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## JOB ANNOUNCEMENT

Job Title: Administrative Assistant

Salary: Negotiable

Job Type: Part-Time, permanent

Location: Bismarck, ND

Job Classification: Non-exempt

Supervisor: Executive Director

### Job brief

The Administrative Assistant will handle various administrative tasks up to 20 hours per week. Responsibilities include supporting the Executive Director and staff, managing daily office needs, and ensuring smooth operations. The role requires an organized, detail-oriented individual who can multitask in a fast-paced environment. Excellent oral and written communication skills are essential, as well as proficiency in tools like MS Excel and office equipment.

### Job Duties and Responsibilities

- Answer and direct phone calls.
- Organize meetings and appointments.
- Handle expense reporting.
- Write and distribute emails, memos, letters, and faxes.
- Organize documents and filing systems.
- Monitor and catalog inventory and vendors.
- Assist with travel preparations.
- Assist in the preparation of regularly scheduled reports and track deadlines.
- Assist with mail pick up and drop off, check mailboxes 2-3 times a week.
- Assist with bank deposits.
- Assist in database management.
- Provide general support for visitors.
- Maintain a clean and organized office space.
- Other duties as assigned.

### Job Qualifications

- Experience as an administrative assistant or office secretary.
- Knowledge of office software, management systems, and procedures.
- Working knowledge of office equipment.
- Excellent time management skills and the ability to prioritize work.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multi-task.
- Exhibits reliability in executing assigned duties and adhering to workplace directives.



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### **How to Apply**

To apply for this job, go to [ndnativevote.org](http://ndnativevote.org) and click on jobs. You can also follow this [LINK](#) to access the application.

If you have any questions about this job, call: 701-751-2154 or email [ndonaghy@ndnativevote.org](mailto:ndonaghy@ndnativevote.org).

### **Equal Opportunity**

North Dakota Native Vote is an equal opportunity employer and is committed to providing a work environment that is free from discrimination. All employment decisions at North Dakota Native Vote are based on business needs, job requirements, and individual qualifications.