



**Pima Leasing**  
& Financing Corporation

**LOANS | LAND | LEASING**

**Job Title:** Office Assistant  
**Salary:** \$ 31,200.00- \$41,600.00 Annual (DOE)  
**Status:** Exempt and Non-Supervisory  
**Reports to:** Office Manager

### **Position Summary:**

The qualified candidate will have proficient front office experience in handling incoming phone calls and other communications, greeting clients and visitors, as well as managing files, updating spreadsheets and other documents, and performing other general office clerk duties and errands. This position supports the well-being of the corporation by providing office support to accomplish the goals of the Pima Leasing & Financing Corporation.

### **Essential Duties & Responsibilities**

- Answer incoming calls and other communications for general information purposes of the organization.
- Assist with managing of filing systems for various sectors of Pima Leasing.
- Greeting clients and visitors as needed.
- Updating organizational documents, maintaining hard and electronic document inventory of organizational documents as requested.
- Helping organize and maintain office common areas.
- Coordinating events as necessary for various sectors of Pima Leasing.
- Maintaining office supply, equipment, furniture inventory.
- Maintaining office equipment and coordinating with vendors as needed.
- Front desk detail.
- Creating, maintaining, and entering information into databases for various sectors of Pima Leasing

### **Required Knowledge, Skills, Abilities & Attributes**

- Great verbal and written communication skills
- Knowledge and understanding of front business office practices
- Proficient in Microsoft Word, Excel, Powerpoint. Visio Preferred

- Ability to work independently, maintain strong interpersonal skills and exercise sound judgement and initiative.
- Protects the corporation by keeping financial information and plans confidential.
- Ability to multi-task in a fast-paced, high-demand work environment.
- Knowledge of the Gila River Indian Community and its Government.

### **Education & Experience**

Successful candidate should hold a high school diploma or equivalent. Associate degree is preferred. Candidate should have a minimum of 5 years of front office experience with 3 years in a financial or business office setting or a combination of education, training and work experience which demonstrates the ability to perform the duties of this position. Valid Arizona Driver's license is required for the position.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand for an entire shift/extended period of time; walk; use hand and fingers to handle, and feel; reach with hands and arms; talk and hear; and drive a motor vehicle. The employee occasionally is required to sit; bend, climb, stoop, lift, carry, push or kneel. The employee must regularly lift and/or move 10 pounds, and occasionally lift and/or move up to 25 pounds.

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally performed indoors and the employee in this position is normally exposed to a moderate noise level.

Must acknowledge and agree to maintain a Drug-free Work Place as a condition of employment. Agree to a background check for employment purposes.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473).  
Preference is given to qualified enrolled member of the Gila River Indian Community.

The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**Position Closes: December 10, 2019**

**Resume maybe emailed to:**

[info@theplfc.com](mailto:info@theplfc.com)