



*13394 W Trepania Road
Hayward • Wisconsin • 54843
Phone (715) 634-8934 • FAX (715) 634-4797 • HR Fax (715) 699-1209*

WOJB Office Manager

The WOJB Office Manager will be responsible for the general operation of our office. Duties will involve greeting visitors, answering incoming phone calls, purchasing office supplies and taking proper inventory, and supervising our volunteers to ensure maximum productivity.

To be a successful hire, you will need to have prior experience in office administration. You will also need to be proficient in Microsoft Office applications such as Word and Excel. A Bachelor's degree is required.

Office Manager Responsibilities:

- Overseeing general office operation.
- Greeting visitors, answering a high-volume of incoming phone calls and delivering world-class service to our customers.
- Coordinating appointments and meetings and managing calendars and schedules for company events and activities..
- Supervising, mentoring, training, and coaching our volunteers.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Manage promotional product inventory, product orders, and shipping.
- Process purchases, donations, and create deposits.
- Producing reports, composing correspondence, and drafting new contracts.
- Creating presentations and other management-level reports.

Office Manager Qualifications:

- A bachelor's degree or equivalent.
- Five years of experience in office administration
- Office management experience.

- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Must be able to pass a pre-employment drug screen.
- Must be able to pass a background check.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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*Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.*