



**Wisconsin Native Loan Fund, Inc.
Position Description**

Position: Administrative Assistant

Reports to: Chief Operating Officer

Salary: Salary commensurate with experience

Status: Full Time hourly position

Location: Lac du Flambeau, Wisconsin

Closing date: March 29, 2019

Major Duties:

- Administrative support for the organization
- Data entry
- Get mail
- File
- Enter customer payment
- Order office supplies
- Maintain inventory
- Greet customers
- Answer phones
- Customer service
- Write letters, memos emails and other correspondence as necessary
- General office duties including light cleaning, lawn and sidewalk maintenance
- Data entry and maintenance of accounting records
- All other duties as assigned

Minimum qualifications:

- Experience in the finance industry preferred, but not required.
- Experience in administration/office management preferred, but not required.
- Strong written and verbal communication skills.
- High ethical and professional standards. Confidentiality in all matters.
- Attention to detail. Strong problem solving skills.
- Skill or the ability to learn computer software including, Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software ie. Quickbooks, and loan portfolio software.
- Ability to efficiently manage multiple projects with accuracy.
- Self-motivated with the ability to work independently.
- A valid driver's license, reliable transportation and automobile insurance are required.

To apply for this position please forward your resume and cover letter to:

Fern Orie, Chief Executive Officer at fern.orie@winlf.org

Please contact Fern Orie at 715-614-4840 for any questions.

* Native American preference in hiring.

Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Wisconsin Native Loan Fund, Inc. provides affordable loans and financial education to Wisconsin Native American communities.