



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Travel Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Credentials
5. Tribal Enrollment Verification
6. Diploma(s) High School, GED
7. Certification(s)
8. Driver's License

NOTE: *Incomplete applications will not be considered.*

Position: **TRAVEL COORDINATOR**
Supervisor: Accounting Manager
Location: Tribal Administration
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E (\$13.50 - \$18.00 hourly wage)
Closes: (03/06/2020 – 03/20/2020)

POSITION SUMMARY:

The Travel Coordinator is responsible for arranging and booking all aspects of travel for a wide variety of circumstances. Travel arrangements will include but are not limited to: Tribal Council, Administration, Employees, Tribal Members Emergency Medical, Elders, Tribal Boards and Commissions/Committee Members. The individual will act as the Administrator of the Tribal Fleet Vehicle Management. Responsibilities will include identifying, analyzing and resolving travel and vehicle issues while identifying cost saving opportunities and process improvements. The Travel Coordinator will work closely with the Accounting Department to ensure policies and procedures are adhered to and reconciliations are accurate and timely.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- This position requires the availability for on-call and after-hours work for emergency travel situations
- Review travel advance requests for accuracy and compliance with policy and procedure
- Prepare full trip cost estimates to include registration, airfare, hotel, per diem, etc.
- Work with Grants and Contracts Officer to ensure availability of funds
- Arrange and book approved travel
- Reconcile travel advances with receipts for actual costs
- Identify under or over payments and make arrangements for reimbursement
- Review all direct payments to travel vendors
- Prepare reports for management, including actual travel dates, costs, vendors and purpose of trip
- Work with payroll to ensure collection of travel advance reimbursements
- Reconcile monthly credit card statement
- Work with the General Manager on the administration of the Emergency Medical Travel policy
- Maintain a high level of confidentiality in booking travel arrangements under the Emergency Medical Travel policy
- Provide competent back-up to the Executive Secretary - performing all duties in her absence
- Coordinate and manage the administration of Tribal vehicles
- Ensure timely maintenance and service of all vehicles
- Monitor and track usage, repairs and replacement of all vehicles
- Maintain scheduling of vehicle use
- Perform routine accounting department tasks (filing, data entry, etc.) and provide back-up for Receptionist as needed
- Other duties as assigned within the scope of work

QUALIFICATIONS:

- High School Diploma or GED equivalent
- Two years travel coordination experience

- Two years' experience working in a business office
- Knowledge of the Quileute Travel Policies and Procedures preferred
- Detail oriented
- Excel, word, email and accounting software experience is required
- Ability to communicate clearly and effectively in writing and orally
- Ability to be a good listener
- Maintain high level of confidentiality
- Valid Washington State Driver's License

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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