



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Human Resource Coordinator

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

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Human Resource Coordinator**  
Supervisor: Human Resource Director  
Location: Human Resource Office  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E

**POSITION SUMMARY:**

This position will carry out all the hiring process in the Human Resources (HR) department for the Quileute Tribe. This will include all recruitment, selection, hiring, and tracking vacant and filled positions within the Quileute Tribe. The Human Resources Coordinator must have strong communication skills with both the public and department directors. The HR Coordinator must have excellent skills in multitasking scheduling and strong computer skills. Must be able to work under pressure to meet tight deadlines. Customer service skills are a must.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Work with Human Resource Specialist to maintain personnel files and ensure they follow legal regulations.
- Be responsible for maintaining all job descriptions and ensure they are complete and have been approved by QTC.
- Publishes and maintain job openings on various platforms.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions.
- Responsible for handling of all applications and resumes and keep organized.
- Work with the Human Resources Director to screen applications to meet the minimum qualifications for positions.
- Coordinate with Human Resource Director on forming of the hiring committees.
- Keep track of all elders who participate on hiring committees.
- Be responsible for checking references on candidates who are being considered for positions.
- Respond to departments request for on-call/temporary workers.
- Prepare offer package letter for selected candidates.
- Prepare thank you letters for candidates not selected for positions.
- Assist with orientation of new employees.
- Assist with Drug & Alcohol screenings, Preemployment, Random, Cause.
- Maintain a Weekly, Monthly, and Annual report of all positions that are open or have been filled.
- Maintain the Quileute Tribes Directory
- Maintain the Human Resources web page.
- Other duties as assigned

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent knowledge of the tribal policies and procedures
- Understanding of TERO for the Quileute Tribe
- Excellent communication skills both verbal and written
- Efficient HR administration and people management skills
- Excellent time management skills with ability to meet tight deadlines
- Works comfortably under pressure
- Knowledge and ability to work with MS Office and related HR software.
- Strong organizational skills
- Strong decision-making and problem-solving skills.
- Strong work ethic and must be dependable
- Must be able to work both independently and with a team
- Must be reliable and punctual showing up to work
- Experience working in a tribal setting
- Knowledge of all employment laws as they pertain to the tribal employment.
- Meticulous attention to detail

## **WORK ENVIRONMENT:**

Works predominantly indoors in an office setting

## **PHYSICAL DEMANDS:**

- Physical demands are limited.
- Long periods of sitting during a shift.
- Long periods of screen time.
- Lifting of boxes that can be up to 25lbs.

## **SUPERVISORY RESPONSIBILITY:**

None

## **QUALIFICATIONS:**

### **Required Qualifications:**

- Associates degree in Human Resources or Administration
- 3 years of experience in the human resources field or administration
- Proficient in using Microsoft Office
- Must maintain strict confidentiality

### **Preferred Qualifications:**

- Bachelor's Degree in Business Administration or related field.
- 5 years of tribal experience in Human Resources or Administration.
- Tribal Human Resource Professional Certification or related HR certification.

## **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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