



**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



# 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/](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**)
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: **TRAVEL COORDINATOR**  
Supervisor: Operations Manager  
Location: Tribal Administration  
Work Info: Full Time: 40 Hrs/Week (M-F)  
Salary: DOQ/E (\$14.96 - \$18.00 hourly wage)

**POSITION SUMMARY:**

The Travel Coordinator is responsible for processing and booking all aspects of travel for a wide variety of circumstances, which include travel arrangements for: Tribal Council, employees, tribal members with emergency medical requests, elders, tribal boards and commissions/committee members. The individual will also be responsible for 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 followed and reconciliations are accurate and timely.

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

- Requires some flexibility and the availability for on-call and afterhours work for emergency travel situations
- Review travel advance requests for accuracy and compliance with policy and procedures
- Prepare full trip cost estimates to include registration, airfare, hotel, per diem, etc.
- 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 accounting department to ensure collection of travel advance reimbursements
- Reconcile monthly credit card statements
- Work with the Operations Manager and/or 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
- Manage Tribal Administration vehicles and process vehicle use requests
- Ensure timely maintenance and service of vehicles
- Monitor and track usage and repairs of vehicles
- Maintain scheduling of vehicle use
- Perform routine administrative tasks (filing, data entry, etc.) and provide back-up for Receptionist as needed
- Provide excellent customer service to Tribal Council, employees, tribal board/committee members, and clients
- Maintain high level of confidentiality
- Other duties as assigned

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent verbal and written communication skills
- Excellent organizational skills
- Excellent customer service skills
- Knowledge of Microsoft Office
- Knowledge of Microix or related purchasing software
- Knowledge of the Quileute Travel Policies and Procedures
- Knowledge of OMB circular and GSA
- Ability to research
- Ability to listen and take direction
- Detail-oriented

## **WORK ENVIRONMENT:**

- Indoor office setting

## **PHYSICAL DEMANDS:**

- Prolonged periods sitting at a desk and computer
- Must be able to lift up to 40 pounds at times

## **SUPERVISORY RESPONSIBILITY:**

- None

## **QUALIFICATIONS:**

### **Required:**

- High School Diploma or GED equivalent
- Two years of experience in administration
- Excel, word, email and purchasing software experience
- Valid Driver's License

### **Preferred Qualifications:**

- Two years of travel coordination experience
- Experience in a tribal setting
- Knowledge of the Quileute Travel Policies and Procedures

## **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 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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