



# PECHANGA BAND OF INDIANS

*Pechanga Indian Reservation*

Post Office Box 1477 • Temecula, CA 92593  
Telephone (951) 770-6000 Fax (951) 695-1778

## JOB ANNOUNCEMENT

	<b>Front Desk</b>		
<b>POSITION TITLE:</b>	<u>Receptionist</u>	<b>OPENING DATE:</b>	<u>October 2, 2024</u>
<b>CLASSIFICATION:</b>	<u>Part-time</u>	<b>FILING DEADLINE:</b>	<u>October 11, 2024</u>
<b>STATUS:</b>	<u>Non-Exempt</u>	<b>DEPARTMENT:</b>	<u>Recreation Ctr.</u>
<b>RATE OF PAY:</b>	<u>DOE</u>	<b>SUPERVISOR:</b>	<u>Dir. of Recreation Ctr.</u>

<b>HIRING PREFERENCE POSITION CATEGORY:</b>	<b>A</b>
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### SUMMARY:

The Front Desk Receptionist will provide administrative support for the Pechanga Recreation Center; enforce exclusive usage to Tribal Members, household members/guests; maintain usage logs; answer phones; and provide excellent customer service. The part-time Receptionist is required to work a varied schedule including days, evenings and some weekends.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service to all callers and visitors to the Recreation Center. Greet all visitors and callers with a smile.
- Handle incoming calls, direct calls to their destination, and take messages as appropriate.
- Distribute and send correspondence.
- Maintain the Master Schedule Book and create a calendar of events.
- File and organize Pechanga Recreation Center documents and materials.
- Create and maintain electronic file database.
- Provide administrative support to the Pechanga Recreation Center Coordinators.

### QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must have friendly and outgoing personality.
- One (1) year experience in an administrative support position preferred.
- Experience in a fitness center environment preferred.
- Must provide excellent customer service to all callers and visitors to the Pechanga Recreation Center.
- **Must** have computer proficiency with Microsoft Office with a focus on Excel, Word, Outlook and PowerPoint.
- **Must** have experience in creating and maintaining file records and a database system.
- **Must** maintain strict office confidentiality.

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER  
12705 PECHANGA ROAD TEMECULA, CA 92592

[WWW.PECHANGA-NSN.GOV](http://WWW.PECHANGA-NSN.GOV)

**Hiring Preference:** The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.