



Human Resources Department Pueblo of Tesuque

*ROUTE 42 BOX 360-T
SANTA FE, NEW MEXICO 87506*

JOB ANNOUNCEMENT 2025 - 0904

POSITION TITLE: Front Desk Receptionist
SUPERVISOR: Governor and Ex. Assistant
DEPARTMENT: Governor's Office
FLSA STATUS: Non-Exempt-Hourly
Location: Tribal Administration
Salary: \$16.50-17.50
POSTED: September 4, 2025

OPEN: UNTIL FILLED

POSITION SUMMARY

The incumbent is responsible for performing clerical tasks, answering, and transferring phone calls to the correct departments, take messages accurately, provides a high level of customer service, maintains vehicles and vehicle logs, sorts and logs mail and informs community members of packages delivered, sorts and logs mail, prepares memos and or internal emails as requested, helps with community and staff events.

DUTIES/RESPONSIBILITIES:

- Answers phones with positive tone and forwards call timely to the correct departments.
- Greets all visitors with a cheerful outlook and tone.
- Sorts and logs mail and all packages incoming.
- Inform community members of packages delivered to pick up.
- Assist all departments with copying, putting together folders, policy manuals, and or any other clerical duties as requested by internal directors.
- Types memos as requested.
- Assist with community and administration events.
- Sets up for tribal council meetings by stocking beverages and other food items for all meetings.
- Orders stock of beverages and other food items if requested for meetings.
- Maintains tribal vehicles under the Governor's office by ensuring vehicles are gassed up, clean, and maintenance on a regular basis. Ensure keys are available for the next person to use.
- Assists with gathering documents for Governor's signature which can include timesheets/cards, resolutions, council approvals, and any other documents that require Governor's signature.
- Books meeting/conference rooms
- Provides information related to the visitors' requests timely.
- Sets up zoom calls, projectors, or other audio or office equipment needed for meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to Communicate, Multitask, Social skills, Organization, Technical skills, Resistance to stress, problem solve, and computer literate.
- Knowledge of computer skills include excel, word, outlook, PowerPoint.
- Ability to contribute positively as part of a team, helping with various tasks as required.
- Ability to operate office/audio equipment.
- Ability to answer phone timely. Friendly and professionally.
- Knowledge of the Pueblo of Tesuque and its organizational structure helpful.
- Ability to maintain confidentiality.

QUALIFICATIONS:

- High School Diploma or GED Equivalent.
- Associate's degree in business administration or management preferred but not necessary.
- Minimum of two to three years' experience working in an office setting.
- Must be insurable under Pueblo's insurance.
- Must maintain an elevated level of confidence.
- Must possess a cheerful outlook and collaborative.
- Must be dependable and dependable.
- Excellent communication and written skills.
- Strong phone skills.

Tribal Member/Native Preference
SUBMIT APPLICATION AND RESUME TO: blujan@pueblooftesuque or in person to
PUEBLO OF TESUQUE HUMAN RESOURCES DEPARTMENT
20 TP 828, SANTA FE, NM 87506

Please include copy of high school /GED, education/transcripts, certification(s), or license(s) as it pertains to the position and or per requirements.

Incomplete applications or missing required certification required for position may exclude or delay you for consideration.