Administrative Assistant Central Office

Crazy Horse Memorial Foundation in the Black Hills of South Dakota is seeking an **<u>Administrative Assistant</u>** to assist with its Central Office operations. This position provides administrative support to the Memorial under the direction of the Executive Assistant.   This person will manage phone calls, the organizational email account, process mail and packages, bulk mailings, maintain select files, order office supplies, assist with the weekly newsletter, perform data entry, and provide a full range of administrative support. The successful candidate must be adaptable, and able to maintain a high level of confidentiality, possess strong grammar, writing and communication skills, be highly organized, have strong time management skills and perform multiple tasks simultaneously and be able to meet project deadlines.

This position is full-time, year-round at 40 hours per week with Evening, Holiday & Weekends required and some overtime. Compensation for this position is competitive for the region. This is an hourly position with the benefits associated with full-time, year round employment, which include medical, dental, optical, and AFLAC insurances, Paid Personal Leave, and a retirement plan.

Applicant must be proficient with Microsoft Office including, Word, Excel, and Outlook. A High School diploma or equivalent is required; an Associates in Business Office or Business Management is preferred. Individuals interested in the position should have strong verbal, written, and interpersonal skills. The right individual for the position will have the ability to work with the public, and various levels of management effectively and with positivity. Applicants may apply by submitting a cover letter and resume to: hr@crazyhorse.org or apply online at https://crazyhorsememorial.org/dream/employment/open-positions/ or mail a cover letter and resume to:

Human Resources Manager

Crazy Horse Memorial Foundation

12151 Avenue of the Chiefs

Crazy Horse, SD 57730-8900