



Job Description

Position: Business Support Technician

Pay: Non-exempt

Date: January 25, 2010

Reporting:

This position reports in direct relationship to the Ute Energy Organization Chart.

Description of Duties:

In addition to technical support of staff and supervisor, performs a wide variety of administrative tasks, **including receptionist** duties. Under general supervision, duties include, but are not limited to:

- Preparing reports, including weekly agendas
- Compiling data for analysis
- Coordinating activities, Investigating and resolving problems
- Handling special projects
- Operates office related equipment
- Handling routine and specific office duties as required

Minimum Qualifications:

- Working knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Ability to work independently and in a team environment
- Must have a good command of the English language, both oral and written, with excellent communication skills and the ability to interface with management, political leaders and the general public.