

JOB VACANCY ANNOUNCEMENT

Opening Date: August 22, 2017

Closing Date: Until Filled

Position: **Facilities Administrative Assistant**

Reports to: Facilities Manager

Salary/Wage: Grade F; \$24.96 - \$27.00

Department: Facilities

Hours: Mon-Fri, 8:30-5:00; may work overtime as needed

Location: ASNA

Brief Summary:

Under the supervision of the Facilities Manager, the Facilities Administrative Assistant assists the maintenance department and the Facilities Manager by performing routine office duties and special projects as assigned, following standard procedures and specific instructions.

Qualifications:

High school diploma or general education degree (GED), required.

One year of related experience; *or* equivalent combination of education and experience.

Desired Knowledge, Skills and Abilities:

Work ethically and professionally; treat people courteously and respectfully.

Work independently; respond promptly and proactively to customers' needs.

Ability to collaborate and cooperate with various departments.

Working knowledge of the Joint Commission rules and regulations and familiarity with CAM manuals desired

Familiarity with life safety codes.

Gather data, compile information, and prepare reports.

Demonstrate data management and records maintenance skills; accurately complete tasks in a timely manner.

Calmly manage difficult or emotional situations.

Identify and resolve problems in a timely manner.

Excellent attendance and punctuality.

Meet dress code standard; appearance is neat and clean.

Ability to maintain confidentiality.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

Must be able to create, read, and interpret business correspondence, department budgets, procedure manuals and other documents related to Maintenance work.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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