

JOB VACANCY ANNOUNCEMENT

Opening Date: May 1, 2019

Closing Date: Until Filled

Position:

Construction

Reports to:

VP Facilities & Support Services

Executive Assistant

Salary/Wage: Grade 11: \$30.55 – \$33.73/HR DOE

Department:

Construction

Hours:

M-F 8:30am-5:00pm

Location:

SSMH

Brief Summary:

Provide administrative support services, which are fundamental to both the conduct of the hospital operations and the achievement of its operational and financial objectives.

Handles a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative function of the office. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions

- Handles administrative functions of the Department to ensure the Manager has increased time to handle executive level responsibilities.
- Accurately prepare a variety of routine and advanced correspondence and documents including but not limited to letters, reports, resolutions and meeting minutes.
- Responsible for confidential and time sensitive material.
- Schedule and coordinate travel and keep calendar of staff.
- Provide timecard support as needed.
- Provide Maximo support as needed.
- Schedule and attend meetings; maintain current reports/minutes of organizational meetings.
- Assist with preparation and filing of documents with tribal, state, federal and local governmental agencies in accordance with regulatory requirements including contracts, compacts, MOA and other documents.
- Foster a smoothly functioning, efficient organization through timely and effective resolution of disruptions.
- Prepare memoranda outlining and explaining administrative policies and procedures to employees.
- Assist in the creation and facilitation of community, large and small group presentations.
- Compose, review, and edit formal documents including reports, public relations material, and correspondence.
- Performs other related duties as assigned.

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

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.