

JOB VACANCY ANNOUNCEMENT

Opening Date:	March 12, 2020	Closing Date:	Until Filled
Position:	<u>Facilities Administrative Assistant</u>	Reports to:	Director of Facilities
Salary/Wage:	Grade 7; \$25.63 - \$28.30/HR DOE	Department:	Facilities
Hours:	Monday – Friday 8:00 a.m. – 5:00 p.m.	Location:	ASNA

Brief Summary:

- The Facilities Administrative Assistant will perform a wide range of administrative and support functions for the Facilities Department at the Samuel Simmonds Memorial Hospital.
- Work with Director of Facilities, Facilities Supervisor, Facilities Assistant Manager, and other Facilities Staff to identify status of equipment and compliance issues.
- Typical Office and paperwork support. Help with payroll and security documentation. Ordering supplies and parts, delivery times, pricing, financial issues and filing.
- Utilize several proprietary software's such as Maximo, Concur, Quantros, and others

Qualifications:

- Excellent verbal and written communication skills and the ability to interact effectively at all levels
 - Must have English language fluency, both written and verbal
 - Must show a stable work history. This is a requirement.
- Proficient in the following office skills: Filing, records information management, keyboarding, and customer assistance is required.
- Proficient skills in the use of computers; able to enter and retrieve data; and able to use word-processing program for correspondence, reports, meeting agendas is required
- Become proficient with Maximo software within 6 months of hire is required

Essential Job Functions:

- Scans Work orders, service requests, checklists, repair documentation and other documents and is a general aid to the Compliance Documentation Specialist.
- Scans and organizes electronic files of work orders, service requests.
- Monitors daily the activity of the Compliance Tracking Checklist on the "U" drive. Update as necessary.
- Utilizes Maximo work order software to create work orders, change status, chronicle compliance issues, and other.
- Continually work in Maximo to organize it to be able to correctly perform documentation and to help keep documentation current.
- Aids Director of Facilities in movement, housing, vehicles, travel, obtaining ID paperwork, ID's from HR, backgrounds and other issues to accommodate vendor traffic.
- Coordination of staff training. Help with training of staff.
- Responds to emergency calls: utility failures, disaster response, security, and safety issues.
- Participates in any regulatory inspection from various agencies such as FDA, Environmental Protection, Utility authorities and Fire Department, OSHA, The Joint Commission, CMS and others.
- Cooperates and communicates effectively with manager/director and other participants to provide assistance and technical support.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Aids Director with creating meeting information, general production of agendas, and lists, recordkeeping, use of Microsoft software's, creating spreadsheets, correspondence and other, including filing.
- Performs other related duties as required and/or assigned.
- Ability to communicate and work with outside contractors and vendors of all types
- Maintain shipping status and parts inventories for Facilities Department.
- Inspection of the facility and Environment of Care rounding is required.

Desired Knowledge, Skills and Abilities:

- Knowledge of Arctic maintenance.
- Work ethically and professionally; treat people courteously and respectfully.

- Demonstrate excellent telephone etiquette and face-to-face customer service skills.
- Accurately complete tasks in a timely manner. Respond promptly to customers' needs.
- Is consistently at work and on time. Meet dress code standard; appearance is neat and clean.
- Manage competing demands; able to deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures. Maintain confidentiality.

Education & Experience

- High school diploma or general education degree (GED) required.
- Two years of mechanical trade experience or technical school preferred.
- Two years minimum experience as an admin assistant or office manager required. Three to five years' experience preferred.
- Prior experience in Hospital maintenance and operations preferred.

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

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

applications@arcticslope.org

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.

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