

JOB VACANCY ANNOUNCEMENT

Opening Date: January 13, 2021

Closing Date: Until Filled

Position: **Executive Assistant**

Reports to: VP Facilities & Support Services

Salary/Wage: Grade 11: \$31.78 – \$35.09/HR DOE

Department: Offsite Facilities

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

Location: Arctic Slope Native Association

Summary

Provide administrative support services, which are fundamental to both the conduct of the departments 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.

Qualification

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.

Desired Knowledge, Skills & Abilities

- Proficient in the following computer applications: Microsoft Word, Excel, PowerPoint, and E-mail. Ability to type, with no errors, 50 wpm.
- Demonstrate strong analytical, numerical, and reasoning abilities.
- Tasks are completed accurately and timely.
- Demonstrated knowledge of Barrow and communities of the North Slope.
- Demonstrated efficacy in verbal and written communication skills.
- Ability to read and interprets pertinent policy and regulations.
- Ability to maintain strict confidentiality.
- Work ethically and professionally; treat people courteously and respectfully.
- Respond promptly to customers' needs.
- Calmly manage difficult or emotional situations.
- Identify and resolve problems in a timely manner.
- Manage competing demands; able to deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures.

Certification/Licensure

- Valid Alaska Driver's License that meets ASNA insurance criteria within **ninety (90) days** of hire.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

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.