

ARCTIC SLOPE NATIVE ASSOCIATION
JOB VACANCY ANNOUNCEMENT

Opening Date: December 20, 2017

Closing Date:

Until Filled

Position:

**Construction Admin
Assistant**

Reports to:

Project Manager

Salary/Wage:

Grade E: \$22.69 - \$24.55

Department:

Construction

Hours:

Monday-Friday; 8:00am-5:00pm

Location:

Barrow Old Hospital Campus

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.

Education and Experience:

Associate's Degree in office management, business management, administrative support, medical office, or related field.

High school diploma or general education degree (GED) required with two years of college/vocational training in professional office management, administrative support, medical office, or related training.

Five years of related experience or equivalent combination of experience and training.

Desired Knowledge, Skills and Abilities:

Proficient in the following computer applications: Microsoft Word, Excel, PowerPoint, and E-mail. Ability to type, with no errors, 50 wpm.

Demonstrated knowledge of medical office practices and procedures.

Demonstrate strong analytical, numerical, and reasoning abilities.

Tasks are completed accurately and timely.

Demonstrated knowledge of Barrow and communities of the Arctic 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.

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.