

JOB VACANCY ANNOUNCEMENT

Opening Date: January 25, 2018

Closing Date: Until Filled

Position:

Construction

Reports to: Project Manager

Executive Assistant

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

Department: Barrow. Old Hospital Campus

Hours: Monday-Friday; 8:30am-5:00pm

Location: ASNA

Brief Summary:

Handles a wide variety of complex situations 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:

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

Degree in business management or administrative assistant certificate preferred.

Three (3) years of clerical/administrative assistant experience in a professional office environment preferred.

Certification and Licensure

Valid Alaska Driver's License that meets ASNA insurance criteria.

Desired Knowledge, Skills and Abilities:

- Experience in a computerized office setting with familiarity with MS Office programs such as Excel, Access, Word and MS Project; Windows Operating System; Internet and related programs. Ability to learn programs and take training for job specific computer programs.
- Reasoning skills to include ability to solve practical problems where only limited information exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Excellent communication skills, written and verbal.
- May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required.

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.

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