

## JOB VACANCY ANNOUNCEMENT

Opening Date:	April 17, 2019	Closing Date:	Until Filled
Position:	<b><u>Facilities Administrative Assistant</u></b>	Reports to:	Director of Facilities
Salary/Wage:	Grade 7; \$25.13 - \$27.75/HR DOE	Department:	Facilities
Hours:	Mon-Fri, 8:30-5:00; may work overtime as needed	Location:	ASNA

### **Brief Summary:**

Under the supervision of the Director of Facilities, the Facilities Administrative Assistant assists the maintenance department and the Director of Facilities by performing routine office duties and special projects as assigned, following standard procedures and specific instructions.

### **Qualifications:**

High school diploma or general education degree (GED)

- 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.

### **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.
- 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.
- Proficient in the following office skills: Filing, records information management, keyboarding, and customer assistance.

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.

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