

Opening Date: September 5, 2017

Position:

HR Administrative Assistant

Closing Date:

Until Filled

Reports to:

Human Resources Director

Salary/Wage:

Grade E: \$22.69-\$24.55

Department:

Human Resources

Hours:

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

Location:

ASNA

Brief Summary:

The Administrative Assistant provides operational and administrative support to the Human Resources department.

Qualifications:

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

Two years of related experience; or equivalent combination of education and experience.

Desired Knowledge, Skills and Abilities:

Demonstrated strong interpersonal and communication skills and the ability to work effectively with people from diverse backgrounds.

Demonstrated customer service experience.

Demonstrated data management and records maintenance skills; ability to accurately complete tasks in a timely manner.

Demonstrated working knowledge of applicable human resources principles, policies, regulations, processes and documentation.

Ability to maintain strict confidentiality.

Able to 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.