

JOB VACANCY ANNOUNCEMENT

Opening Date: September 19, 2017

Closing Date: Until Filled

Position: **MSO Administrative
Assistant**

Reports to: Lead MSO Specialist

Salary/Wage: Grade E: \$22.69 - \$24.55/HR

Department: Physician Services

Hours: Monday – Friday; 8:00am – 5:00pm

Location: ASNA/SSMH

Brief Summary:

Administrative Assistant performs a wide variety of administrative duties for the department staff and assists with matters related to credentialing of the hospital's staff.

Qualifications:

1. High school diploma or general education degree (GED) required.
2. Two years of college/vocational training in professional office management, administrative support, medical office, or related training, preferred.
3. Medical credentialing experience, preferred.
4. Proficient in the following computer applications: Microsoft Word, Excel, PowerPoint, and E-mail. Demonstrated ability to type, with no errors, 50 wpm.

Desired Knowledge, Skills and Abilities:

1. Proficient skills in the use of computers, office machines and equipment with particular emphasis on accurate computer-based word processing skills.
2. Demonstrated knowledge of medical office practices and procedures.
3. Demonstrate strong analytical, numerical, and reasoning abilities.
4. Demonstrated knowledge of Barrow and communities of the Arctic Slope.
5. Demonstrated efficacy in verbal and written communication skills
6. Ability to read and interprets pertinent policy and regulations.
7. Ability to maintain strict confidentiality.
8. Manage competing demands; able to deal with frequent change, delays or unexpected events.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9257 * 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.
Is committed to maintaining a drug free, smoke free workplace.**