

## JOB VACANCY ANNOUNCEMENT

Opening Date:	December 8, 2017	Closing Date:	Until Filled
Position:	<b><u>Materials Management Handler</u></b>	Reports to:	Materials Management Manager
Salary/Wage:	Grade D; \$20.63 - \$22.31	Department:	Construction
Hours:	Mon-Fri; Varies based on Schedule	Location:	Samuel Simmonds Memorial Hospital

### **Brief Summary:**

Handles supply; delivery of mail, freight, and property activities at Arctic Slope Native Association and Samuel Simmonds Memorial Hospital.

### **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.

### **Certification/Licensure:**

- Valid Alaska Driver's License.
- HAZMAT certification preferred.

### **Education:**

High School diploma or general education degree (GED).

Two years of relevant experience and/or training.

### **Desired Knowledge, Skills and Abilities:**

- Knowledge and understanding of the supply function in a multi-faceted organization such as hospital or clinic.
- Knowledge of freight transportation options that operate efficiently and effectively on the North Slope.
- Knowledge of hazardous materials and principles of proper handling.
- Proficient skills in the use of computers and modern office procedures.
- Good oral and written communication skills, mathematics skills, organizational and problem-solving skills.
- Ability to regularly lift or move up to 50 pounds.
- Ability to establish and maintain good working relationship with co-workers, service providers, and patients.
- Ability to drive vehicles safely and courteously.
- Ability to work in cross-cultural environment.
- Ability to work flexible hours and on Saturdays and on call.
- Ability to provide courteous treatment of and assistance to visitors.

**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.*