

JOB VACANCY ANNOUNCEMENT

Opening Date: June 4, 2019

Closing Date: Until Filled

Position: **Travel Assistant**

Reports to: Travel Director

Salary/Wage: Grade 10; \$29.09 - \$32.12/HR DOE

Department: Travel Department

Hours: Mon-Fri; 8:30 AM-5:00 PM

Location: ASNA

Brief Summary:

Provide operational and administrative support to the management of Arctic Slope Native Association, Ltd and Samuel Simmonds Memorial Hospital staff and patient travel including air travel, ground transportation and lodging.

Qualifications:

- High school diploma or general education degree (GED) required. Associate Degree in Business Administration or related field preferred.
- Three years of work experience in medical travel, coordination of health services, patient services, administrative assistance in health, social or public services, or any combination of related experience, required.
- Inupiat speaking preferred.

Essential Job Functions

- Ensure compliance with ASNA Travel Policies and SSMH Patient Travel Policies.
- Advise employees of travel policy requirements and oversee training sessions for new employees.
- Assist in maintaining travel-reporting structure to provide travel information to departments.
- Assist in analyzing travel for a variety of department travel related issues; including trip cancellations, lodging preference and insurance inquiries.
- Assist in developing reports for senior management.
- Investigate, review, address, and resolve critical areas of concern on travel related issues, policy compliance, and exception procedures.
- Assist Travel Director in maintaining effective relationships with department directors, employees, and patient travelers.
- Create in state, domestic and international travel itineraries including air, hotel, ground transportation, and other travel related needs
- Responsible for the use and security of the ASNA credit card for travel purposes.
- Act as a liaison for vendors.
- Manage day to day vendor relationships.
- Generate Travel Records for payment process.
- Maintain and track E-requester templates.
- Maintain Travel Software and all data entry of approved travel authorizations. Track all changes of each line items and detailed information for billing.
- Must be able to respond to call outs and work weekends when needed.
- Maintain strict confidentiality with records and travel arrangements.

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.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.