



JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Office Coordinator

LOCATION: Juneau, Alaska

SALARY: Starting at \$27.88 Per hour Benefits included

APPLICATION PERIOD: closes May 30, 2018

DUTIES AND RESPONSIBILITIES: The Office Coordinator will perform a full range of administrative and office support assignments for the administration department and the various Tlingit-Haida Regional Housing Authority departments and programs.

MINIMUM QUALIFICATIONS: High School Diploma or GED, 4 years of experience (paid or volunteer) performing duties related to office or clerical support. An associate's degree in business or related field may substitute for 2 years of experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to work independently and perform clerical assignments with minimal oversight.
- Ability to read, comprehend, explain, and apply written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment
- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems including databases.
- Ability to follow oral and written instructions.
- Must be able to communicate clearly and accurately with a variety of individuals.
- Must have a valid Alaska State driver's license
- Strong customer service skills.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs.

SUBMIT APPLICATIONS TO: THRHA PO Box 32237 Juneau, AK 99803, or
5446 Jenkins Drive, Juneau, AK;
www.thrha.org; for questions please call (907) 780-6868.
Email: jobs@thrha.org

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.