



JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has 2 **Temporary, Part-Time** position available:

JOB TITLE: **Administrative Assistant Field Office**

LOCATION: Yakutat, Alaska and Kasaan, Alaska

SALARY: Starting at \$20.97 per hour DOE
Benefits included

APPLICATION

PERIOD: Closes July 2, 2018

DUTIES AND

RESPONSIBILITIES: The Administrative Assistant for Field Offices assists Field DCM staff with day-to-day administrative support. This position assists the field staff in tracking materials and entering supporting documentation collected from field staff. Collects, sends to Juneau office and/or inputs timesheets, Pcard receipts, travel receipts and other required documentation. Assists in purchasing and tracking of materials. Maintains office records and inventory of materials.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- 1 year of experience (paid or volunteer) performing duties related to office or clerical support.
- Valid Alaska drivers license

REQUIRED KNOWLEDGE

AND SKILLS:

- Ability to work independently and perform clerical assignments with moderate direction.
- 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 provide quality customer service.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems.
- Ability to follow oral and written instructions.
- **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, keyboard, bend, reach and lift up to 40 lbs.

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

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