HR Administrative Assistant/Receptionist

Department: Admin.
Location: Anchorage
FLSA: Non-Exempt
Reports To: Human Resources/Office Manager
Approved By: Jens Laipenieks
Revision Date: 7.11.2018
Effective Date: 7.11.2018

Position Description
Under general direction of the Human Resources Manager, the HR Administrative Assistant/Receptionist provides oversight and direction for daily activities which include administrative and receptionist duties within the office. Tasks include, but not limited to general support with board communication and logistical support pertaining to customer service and other divisions. Will assist with coordinating Quarterly Board of Director Meetings to include Call to Order and event management which include coordinating catered lunches/drinks with employees. Responsible for supporting HR Manager with recruitment and onboarding new hires within the company.

Principle Accountabilities

- Assume receptionist duties, greet public and refer them to appropriate staff members, answer phone and route calls as appropriate.
- Route all incoming mail to employee’s mailbox. Date stamp if necessary.
- Receive and properly receipt all cash or checks from customers or employees.
- Coordinate Board of Directors travel, lodging accommodations, training registration and per diems as requested with appropriate approvals.
- Coordinate ASTAC employee approved travel arrangements and arrange hotel accommodations within the ASTAC TRA process.
- Maintain appropriate interpersonal relationships with employees, peers and consumers.
- Composes, copies, and distributes routine correspondence and memoranda, reports, documents, and printed forms.
- Coordinates Human Resources functions including advertising and recruitment for professional, technical and support staff: ensuring compliance with federal, state and local laws affecting employment; administering employee benefits, assisting employees with benefit enrollment and questions, maintaining personnel files, and maintaining company job descriptions.
- Assist with maintaining a filing system to ensure ability to quickly retrieve information as needed. Maintains all personnel records in accordance with ASTAC policies and State of Alaska and federal laws.
- Support HR Manager with implementation and administration of policy and procedures to increase staff efficiency. Manage documents on Sharepoint or other file repository.
- Coordinates office services and maintenance (copiers, postage and building maintenance issues)
- Assist External Relations Manager with scholarship application process and the awarding of scholarships and Annual Meetings as required.
• Prepares outgoing mail/deposits for daily pickup from courier services.
• Assist HR Manager with the recruiting process to include applicant tracking, scheduling interviews and managing on-boarding of employees.
• Provide support for quarterly board meetings and ASTAC Annual meetings to include and not limited to the use of Call to Order meeting software and catered lunch.
• Manages scheduling, preparations and clean-up of conference rooms, Kitchen/break room and monitoring clean up after quarterly board meetings.
• Complete all other duties as assigned by the HR/Office Manager

Additional Responsibilities

Staff Directory, Board Directory updates with Team/Org Chart. Greet customers with a professional manner, prepare shipping documents for delivery when needed.

Knowledge, Skills, and Abilities

Experience with Microsoft outlook 365, Word, Excel
Ability to prioritize multiple projects
Demonstrated ability to communicate clearly and concisely, orally and in writing
Ability to work independently and team player
Attention to detail and type accurately is required
Ability to be a self-starter and have a strong work ethic.

Education and Experience Required

High School Diploma or equivalent with two to four years’ experience
The ability to speak fluent Inupiat is preferred, but not required.

Acknowledgement

________________________________________  ________________
Employee                                            Date

________________________________________  __________________
Supervisor                                           Date

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.