



## HR Administrative Assistant/Receptionist

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**Department: Admin.**

**Location: Anchorage**

**FLSA: Non-Exempt**

**Reports To: Human Resources/Office Manager**

**Approved By: Jens Laipenieks**

**Revision Date: 1.10.2019**

**Effective Date: 1.10.2019**

### Position Description

Under general direction of the Human Resources Manager provides oversight and direction to daily activities for administrative and receptionist duties within the office, including but not limited to other tasks assigned with board communication and logistics pertaining to customer service and other divisions. Coordinate Quarterly Board of Director Meetings to include Call to Order and Coordinate catered lunches/drinks with employees. Responsible for on-boarding new hires with Human Resources Manager.

### 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 and training registration and per diem as requested with appropriate approvals.
- Coordinate ASTAC employee approved travel arrangements and booking hotel accommodations.
- 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 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 recruiting support including applicant tracking, scheduling interviews and managing on-boarding of employees.
- Duties assigned for quarterly board meeting and ASTAC Annual meetings to include 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
- Scans and maintains credit card receipts, transactions, and authorization forms
- Responsible for coordinating yearly corporate agreements/rates and 1099 forms

### **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**

Microsoft outlook 365, Word, Excel and Ability to prioritize multiple projects  
Demonstrated ability to communicate clearly and concisely, orally and in writing.  
Ability to work independently and team player,  
Pay close attention to detail and type accurately  
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**

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| <b>Employee</b> | <b>Date</b> | <b>Supervisor</b> | <b>Date</b> |
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**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.