



HR/Office Manager

Department: Executive

Location: Anchorage

FLSA: Exempt

Reports To: CEO

Approved By: Jens Laipenieks

Revision Date: 08/01/2024

Original Effective Date: 01/01/13

Position Description

The HR and Office Manager is responsible for developing and executing Human Resource strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent management and onboarding, employee engagement, performance management, training and development, employee relations, and regulatory compliance. The HR and Office Manager provides strategic leadership by articulating HR needs and plans to the Executive Leadership Team.

Principle Accountabilities

HR Management Responsibilities:

- Participates as part of the Executive Leadership Team in creating and implementing people-centric solutions and HR business strategies that are aligned with the overall organizational goals.
- Develops recruitment strategies and builds strong relationships with hiring managers to enhance understanding of their departments, hiring requirements, and job specifications.
- Designs a comprehensive onboarding experience for new employees and oversees the entire onboarding process to ensure smooth coordination across all departments.
- Functions as a strategic business advisor to the executive/senior management of each department regarding key organizational and management issues.
- Acts as an HR strategic advisor to executive and senior management on significant organizational and management matters.
- Offers coaching to supervisors, as needed, on managing their team's performance programs by providing guidance, resources, and coaching sessions.
- Oversees and ensures the organization's adherence to Federal, State, and Local employment laws and regulations, as well as recommended best practices. Reviews and updates policies, practices, and the employee handbook to ensure ongoing compliance.
- Manages and supervises the implementation of human resource programs, including compensation, benefits, and leave; disciplinary actions; dispute resolution and investigations; performance and talent management; employee engagement and morale; personnel records; and training and development.



- Manages employee benefit programs through NTCA, including Pension (R&S), Savings Plan (401K), and Group Health Program (GHP). Acts as the coordinator for the NTCA Wellness Program.
- Main point of contact and directly works with the organization's broker and insurance carriers for risk management and safe work environment.

Office Management and Board Administration Responsibilities:

- Oversees and manages per diem arrangements, coordinating travel and meeting logistics, and ensuring all board-related activities are executed smoothly and efficiently.
- Administers and processes per diem payments for board members, ensures accurate and timely reimbursements, and maintains records of per diem allocations and related expenses.
- Ensures compliance with the bylaws, policies, and procedures related to board expenses and logistics.
- Collaborates with the corporate lawyer, executive management, and CEO to facilitate board-related activities.
- Communicates effectively with board members, vendors, and other stakeholders.
- Supervises an HR Assistant/Receptionist that provides general office and administrative support to the Board of Directors, General Manager, and Executive Team.
- Solicits, evaluates, and awards bids for company insurance.
- Coordinates and prepares for the nomination and election of new board members, including sending notifications and assembling the required forms and packets in accordance with the By-Laws and established Cooperative policies.
- Ensures that all invoices for office related expenses (supplies, materials, etc.) are submitted to accounting and paid on time.
- Manages contract and price negotiations with office vendors, service providers, and office lease.
- Serves as the company's Notary Public, along with other miscellaneous tasks assigned by the CEO.

Education and Experience Required

- Bachelor's degree in Human Resources or equivalent experience in Human Resources and Administrative Office Management required.
- At least 5-7 years of experience in HR Management, including experience in strategic decision-making, leadership, and managing the full employee life cycle.
- Experience in leading and mentoring HR team members.
- A minimum of 5 years of extensive knowledge of Federal and Alaska Labor Laws.
- A minimum of 5 years of experience in managing complex or high-level employee relations issues.
- Proven ability to develop policies, implement HR initiatives, conduct learning sessions, and deliver effective presentations.
- Ability to keep confidential information held in the strictest confidence



Education and Experience Preference

- Experience in collaborating with C-suite Executives and the Board of Directors.
- Experience in the telecommunications industry and/or with North Slope companies.
- PHR/SPHR or SHRM-CP/SHRM-SCP certification.

Hiring Timeline Overview:

The hiring process may take **at least 30 days** from your initial phone screen. After the phone screen, you'll have an in-person interview with the current HR and Office Manager. Next, you'll participate in a culture fit interview with two executives you will collaborate with in this role, followed by a final interview with the CEO (hiring manager) and another leadership team member.

Important Dates:

- The HR Manager will begin reviewing resumes on March 7.
- Application deadline is March 21, unless extended.
- Target start date is before or by May 1.

ASTAC Benefits:

- Affordable healthcare benefits with low deductibles (including dental, vision, and health)
- 19 days of PTO in your first year (increases with tenure)
- 11 paid holidays annually
- Competitive 401(k) plan
- Pension plan with vesting in 6-10 months
- Tuition reimbursement
- Paid professional development opportunities
- Company-provided life insurance and AD&D coverage
- Wellness benefits

Acknowledgement

I have reviewed and understand the Position Guide and believe it to be accurate and complete. My acknowledgement below indicates I am fully aware that my adherence to the terms of this Position Guide will be a major element of all future evaluations. I also agree that the General Manager and the Board of Directors retain the right to change this Position Guide at any time.

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.