



EASTERN ALEUTIAN TRIBES

3380 C Street, Suite 100
Anchorage, Alaska 99503
Telephone (907) 277-1440
Fax (907) 277-1446
www.eatribes.org

RECRUITMENT BULLETIN

POSITION:	Administrative Assistant	LOCATION:	Anchorage
PROGRAM:	Administrative Support	SALARY:	\$DOE
FLSA:	Non-Exempt	FT/PT/INT:	Full Time
POSTED ON:	01/23/2012	CLOSING DATE:	02/10/2012

PURPOSE OF POSITION:

Reporting to the Director of Administrative Support, the Administrative Assistant will provide advanced administrative support and program support coordination for all departments. Provide administrative systems management and exceptional customer service, conducting research, preparing reports, handling information requests, mail and shipping, preparing correspondence, receiving visitors and calls, arranging conference calls (audio and video), and scheduling meetings. Manage projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of customer service concepts and practices, multi-line telephone systems operation, basic purchasing processes, reception, typing, computer operations, and alpha numeric filing, business functions and an excellent command of English for workplace communications, business office administrative procedures, use and operation of standard and complex office equipment, 1974 Privacy Act is required as use of personal information and patient records is an integral part of the position and privacy of individuals must be protected to the fullest.

Skill in operating standard office equipment and a personal computer utilizing a variety of software applications, including medical billing programs, maintaining and updating office and administrator schedules, tracking multiple projects, establishing and maintaining cooperative working relationships with others, conducting successful telephone consultations and operating a complex phone system, assessing and prioritizing multiple tasks, projects and demands, organization, problem solving, priority setting and deadline accomplishment.

Ability to accomplish a variety of concurrent tasks on a day-to-day basis and make appropriate decisions in performing duties independently to meet the needs and goals of the department, research, analyze, and summarize various types of data, to establish and maintain effective working relations with co-workers, contractors, and representatives from other local, state, federal and tribal agencies, to communicate effectively orally and in writing, to efficiently and effectively manage multiple tasks, projects and demands, to provide administrative support in a timely and efficient manner with few errors, in an organized and professional, manner ensuring adequate follow-up.

MINIMUM QUALIFICATIONS:

Associates degree in Business Administration or related field AND two (2) years of administrative experience with medical office experience preferred; OR an equivalent combination of education and experience.

TO APPLY:

For a full position description, please contact Human Resources @ (907) 564-2506. Interested candidates should submit a resume/CV AND a completed EAT employment application to:

Eastern Aleutian Tribes
ATTN: Human Resources
3380 C Street, Suite 100
Anchorage, Alaska 99503

Or

Fax to: (907) 277-1446
ATTN: Human Resources

NATIVE PREFERENCE:

Federal law (P. L. 93-638) allows Alaska Native/American Indian Preference in hiring for all positions at Eastern Aleutian Tribes.