



Your career awaits!

Eastern Aleutian Tribes is seeking qualified applicants for a **Human Resources Representative**

Working together to promote healthy communities

Working collaboratively with a dynamic team, the **Human Resources Representative** performs recruitment, credentialing, benefits administration, onboarding/orientation and document management duties. With over eight sites throughout the region and a diverse workforce, this is no small feat! The job demands someone who is organized, pro-active, and disciplined to stay on top of things, and adaptable and objective enough to identify new, pragmatic solutions to day-to-day challenges. In addition, the incumbent must build and maintain positive relationships with both candidates and employees while actively and respectfully listening, communicating and executing realistic protocols for the organization and its employees.

The incumbent works on a small team and everyone shares in the work; that being said, he/she will provide back-up accordingly. The willingness to accommodate, learn new things and seek opportunities to help others are critical competencies for success.

Join us!

This is a **full-time position** located in **Anchorage**.

To compete for this position, candidates must possess:

- High School Diploma or equivalent.
- Four (4) years progressively responsible human resources, administrative, health and safety or similar experience. An Associate's Degree and/or Bachelor's Degree can substitute for experience on a year for year basis provided the candidate has at least one year of administrative/clerical experience.
- Experience in health care organizations is preferred.
- Experience with multiple-site staffing is preferred.

For more information, contact Human Resources, (907) 564-2506. Candidates must submit a completed employment application found on EAT's Careers Page, www.eatribes.org/careers.

Pursuant to PL 93-638, as amended, preference will be given to qualified Alaska Natives, American Indians and/or Eastern Aleutian Tribal Members in all phases of employment.