



## EASTERN ALEUTIAN TRIBES

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

### **RECRUITMENT BULLETIN**

**POSITION:** Human Resources (HR) Assistant  
**PROGRAM:** Human Resources  
**FLSA:** Non-Exempt  
**POSTED ON:** 10/16/2018

**LOCATION:** Anchorage  
**SALARY:** DOE  
**FT/PT/INT:** Full Time  
**CLOSING DATE:** Until Filled

---

### **POSITION SUMMARY**

Under the direction of the Director of Human Resources, the HR Assistant will assist with the day to day operations of the HR functions and duties, including assisting the medical team in staffing of all sites with appropriate provider staffing for each site, tracking continuing education and training courses for all EAT employees and contractors, assigns and ensures required Health Stream courses are complete, filing personnel records, credentialing and maintaining credentialing records, processing orientation requests, provides orientation of new employees, assist with recruitment, and sets up fingerprinting and pre-employment drug tests, as well as training from Rural Anchorage Service Unit, Beacon, and any other additional training requested by the supervisor. Responsible for maintaining and updating employee files with all required documentation ensuring all deadlines and requirements are met in a timely and efficient manner.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of customer service concepts and practices; Knowledge of filing systems; Knowledge of human resource administrative procedures, regulations and standards; knowledge of 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 HR and payroll systems to ensure accuracy during entry; skill in maintaining and updating office and HR schedules/requirements; skill in tracking multiple projects; skill in establishing and maintaining cooperative working relationships with others; skill in assessing and prioritizing multiple tasks, projects and demands; skill in organization, problem solving, priority setting and deadline accomplishment; ability to communicate effectively orally and in writing; ability to maintain confidentiality; ability to efficiently and effectively manage multiple tasks, projects and demands; ability 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:**

- High School Diploma and General Equivalency Diploma (GED), AND
- Three (3) years progressively responsible human resource, or progressively responsible administrative experience, OR
- Associate of Applied Science in Business, Human Services or related degree preferred, AND
- One (1) year progressively responsible human resource or progressively responsible administrative assistant experience, OR

- An equivalent combination of education and experience.
- A valid driver's license with an acceptable driving record.
- Experience working with the Alaska Native Tribal Healthcare System preferred.
- Experience in Rural cross culture setting preferred.

**FOR MORE INFORMATION OR 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.

“Working Together to Promote Healthy Communities”

*Adak • Akutan • Cold Bay • False Pass • King Cove • Nelson Lagoon • Sand Point • Whittier*