



HR and Office Assistant/Receptionist

Department: Human Resources

Location: Anchorage

FLSA: Non-Exempt

Reports To: Human Resources and Office Manager

Approved By: Jens Laipenieks

Revision Date: 01/25/2024

Effective Date: 07/11/2018

Position Description

Under the general direction and management of the Human Resources and Office Manager, the HR and Office Assistant provides daily administrative support and front desk duties to both the Human Resources and Office functions of ASTAC and executive assistance to the Board of Directors and Executive Team.

Principle Accountabilities

Office Responsibilities:

- Assumes all front desk responsibilities and duties including greeting and welcoming guests/customers and referring them to appropriate staff members.
- Receives letters, packages, and mail; and distributes them to respective employee mailboxes. Prepares outgoing mail by drafting correspondence, securing parcels, etc.
- Monitors office supplies and coordinates with the Purchasing Agent when necessary. Assists the HR/Office Manager in monitoring office expenses and costs.
- Coordinates and provides logistical support for Board of Directors travels, lodging accommodations, training registrations, and per diem payments as requested with appropriate approvals.
- Coordinates and provides logistical support for the Executive Team and ASTAC employee approved travel arrangements and hotel accommodation, if needed.
- Consistently communicates with the Board of Directors regarding travel arrangements, per diem payments, board meeting information, etc.
- Organizes, coordinates, and assists with the Board of Directors correspondences.
- Works with and assists the HR Manager, Corporate Lawyer, and CEO/General Manager with any BOD-related activities as needed.
- Builds rapport and connection with all managers and departments, and provides administrative support when and where needed, if available.
- Serves as one of the Notary Public in the organization.
- Other office duties as assigned.

Human Resources Responsibilities:

- Assists in recruitment by advertising job positions for professional, technical, and support staff.



- Supports and is an integral part of the onboarding process, duties include conducting pre-employment screenings, coordinating company equipment and accesses, etc.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, HR office hours or meetings, employee recognition events, and retirement celebrations.
- Consistently updates the organizational chart and staff directory.
- Provides clerical support to the HR department.
- Other human resources duties as assigned.

Required Knowledge, Skills, and Abilities

- Proficient with Microsoft 365 (Outlook, Word, Excel, PowerPoint)
- Excellent organization, time management, and attention to detail
- Good typing and data entry skills
- Outstanding written and verbal communication skills
- Tact and professionalism when it comes to handling confidential information
- Proficient in administrative duties
- Basic knowledge of HR Labor Laws
- Hands-on experience with ATS and/or HRIS (Preferred)
- MS Visio (Preferred)

Education and Experience Required

- High school diploma
- At least 2 years of Administrative Assistant/Receptionist Experience
- 1 year of HR Experience (Preferred)
- Ability to speak Inupiat (Preferred)



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 my manager, the General Manager, and the Board of Directors retain the right to change this Position Guide at any time.

Employee	Date	Supervisor	Date
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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.