

ALEUTIAN PRIBILOF ISLANDS ASSOCIATION, INC.
Job Announcement

JOB TITLE: Receptionist/Administrative Assistant (Health Department)

LOCATION: Anchorage, Alaska

OPENING DATE: September 17, 1008

CLOSES: Until Filled

SALARY: Depending on Experience

WORK HOURS: 7.5 hours per day

DUTIES:

Greets visitors, handles incoming calls and performs general administrative duties. Handles special administrative projects, as well as overflow work from department and executive assistants. Duties include coordinating daily and travel schedules and activities, placing orders for supplies and services, and tracking progress and results. Duties also include fielding telephone calls, receiving and directing visitors, word processing, filing, managing correspondence, purchasing supplies, processing timesheet records and managing the department's electronic fax system.

QUALIFICATIONS:

High school graduate or equivalent with minimum, of two years of administrative assistant level experience, preferably in a health care setting. Demonstrate knowledge of office practices and procedures. Ability to operate computer software and hardware and basic office equipment. Demonstrate proficiency in typing skills. Ability to follow supervisory instructions in completing assigned tasks and to take initiative to independently update and pursue delegated tasks to ensure progress to projects and deadlines. Ability to manage and coordinate multiple program goals and objectives with a minimal amount of supervision. Willingness and ability to travel. Have a valid drivers license. Willing to attend training, workshops and meeting periodically to enhance job performance and knowledge. Knowledge of medical terminology, experience/knowledge of Alaska Native people/organizations and rural health delivery system experiences.

Submit resumes to: Aleutian Pribilof Islands Association, Inc.
Attn: Human Resources Director
1131 East International Airport Road
Anchorage, Alaska 99518
nancyb@apiai.org

Phone: (907) 276-2700
Fax: (907) 279-4351

* **Native preference will be given to qualified applicant pursuant to P.L. 93-638.**