



**JOB DESCRIPTION**

<b>Job Title:</b>	On-Call Receptionist and Administrative Assistant
<b>Salary:</b>	\$12.00
<b>Schedule:</b>	As needed
<b>Department:</b>	Human Resources Department
<b>Location:</b>	Anchorage, Alaska
<b>Reports To:</b>	Benefits Coordinator/ Human Resources Manager
<b>FLSA Status:</b>	Non-Exempt

**Summary:** The receptionist provides reception desk coverage and administrative support to the Human Resources Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department. Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate staff members.
- Provides general information in response to inquiries about Ahtna, its mission, activities or personnel.
- Organizes and maintains reception area, so as to present a neat and efficient appearance. Assures that Ahtna marketing materials and other informational literature is current and available for visitors and members.
- Trains other staff on front desk procedures when necessary.
- Provides general administrative support to the Human Resources Department.
- Assists in the preparation of Ahtna staff meetings and employee events.
- Makes travel arrangements for Human Resources staff.
- Prepares new hire packets and new employee files.

- Maintains employee personnel files, EEO, Vets 100, and I-9 documentation.
- Conducts research projects.
- Prepares standard operating procedures for the Human Resources Department.
- Assists others with administrative projects and performs miscellaneous duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school graduate or equivalent.
- A valid Alaska's Drivers License.
- Previous experience in working as a receptionist or administrator.
- Must be familiar with MS office software (Word, Outlook, Excel, and PowerPoint). The work requires ability to use and maintain directories, lists and other manuals.
- This position requires a professional demeanor over the phone and in-person, and the ability to speak clearly, show diplomacy, courtesy and good judgment with public contacts. Personality conducive to public relations activities is necessary.
- This position must have highly evolved interpersonal and communication skills and the ability to multi- task.
- Problem solving skills and ability to interpret instruction presented in variety of situations. Flexible and adaptable work style.
- Must be able to complete a task with minimum supervision. Strong detail and follow-up skills essential. Ability to complete work in a priority order, meeting a high degree of professionalism, quality and craftsmanship.
- Must demonstrate through past employment and a high degree of personal integrity, professional ethics, and an ability to adhere to strict confidentiality. Must be reliable, punctual, and consistent in all job duties and responsibilities.
- Able to effectively handle potentially stressful situations in a calm and professional manner.

**Physical Demands/Work Environment:** Frequent sitting for long periods of time, using hands/fingers, handling, reaching with hands and arms, talking, hearing, and seeing (up close, at a distance, along the periphery, with depth perception, and the ability to adjust

focus); occasional walking; standing for up to 4 hours; occasional lifting of up to 25 pounds. Work performed in a professional office setting utilizing telephone, computer and other office equipment.

This position description identifies only the major functions and responsibilities of this job. It does not include all aspects of the position, or additional duties that may be assigned by a supervisor or manager. Please note there also may be a requirement to help others complete special projects and other work for the company's overall benefit.