



JOB DESCRIPTION

Job Title:	On-Call Receptionist/Administrative Assistant
Salary:	\$12
Schedule:	As needed
Department:	Human Resources
Location:	Glennallen, Alaska
Reports To:	Human Resources Generalist/Safety Specialist
FLSA Status:	Non-Exempt

Summary: The Receptionist provides front desk coverage and administrative support to the Human Resources Department.

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

- Answers incoming calls, determines purpose of calls, and forwards calls to appropriate personnel or department.
- Takes and delivers messages or transfer calls to voice mail when appropriate.
- Welcomes onsite visitors, determines reason for visit, and announces visitors to appropriate staff members.
- Ensures all incoming shareholders, clients, and guest sign in & out of the Visitor Log.
- Administers the Emergency Action Plan responsibilities such as evacuation orders and safety issues.
- 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.
- Assists in the preparation of Ahtna staff meetings and employee events.

- Ensure that all employees are entered into the Attendance Calender when/if they arrive after 8 a.m., sick, or absent.
- Ensure that Postage Machine is in working order and that there are sufficient funds available.
- Maintains correspondence files (routine sorting and filing).
- Sort, log in and circulate all incoming mail, ensure that all checks, certified mail receipts are logged before distributed.
- Fax outgoing and distribute incoming faxes to appropriate staff.
- Make Xerox copies as requested.
- Turn in monthly reports for the Xerox, fax, and postage meter to appropriate entities.
- Maintain control of all office supplies; distribute office supplies upon request.
- Security-Lock and unlock doors in morning and evening.
- Other duties as directed by your immediate supervisor.

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 Diploma or GED equivalent.
- A valid Alaska Drivers License and reliable transportation.
- Previous office administrative assistant required.
- 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, shows diplomacy, courtesy and good judgment with public contacts.
- 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.
- Ability to effectively present information to management, staff and work groups verbally or in writing format utilizing excellent interpersonal and professional customer service skills. Strong written and verbal communication skills to function with all staff levels.

- 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.
- Demonstrate experience with Microsoft Office Software (Word, Outlook, Excel and PowerPoint). Ability to type 40 wpm.

Physical Demands / Work Environment:

Frequent sitting, 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); walking; bending, pushing, pulling, and 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. Some travel may be required to shareholder communities, subsidiary offices and other locations as needed.

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.

Preference will be given to shareholders, descendants and/or shareholder spouses.