



Regional Housing Authority

JOB RECRUITMENT

The Tlingit Haida Regional Housing Authority has a **Regular, Full-Time** position available:

JOB TITLE: Administrative Assistant (DCM)

LOCATION: Juneau, Alaska

SALARY: Starting at \$25.12 per hour DOE
Benefits included

APPLICATION

PERIOD: Open until filled

DUTIES AND

RESPONSIBILITIES: The Administrative Assistant assists DCM staff with day-to-day administrative support. This position assists the DCM Director of Project Development in tracking, scheduling shipments of materials and entering supporting documentation collected from field staff. Collects and processes timesheets, Pcard receipts, travel receipts and other required documentation. Assists in arranging travel, purchasing, and shipping of materials. Maintains office records and inventory of materials.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- 2 years of experience (paid or volunteer) performing duties related to office or clerical support.
- An associate's degree in business or related field may substitute for experience.
- Valid Alaska driver's license

REQUIRED KNOWLEDGE

AND SKILLS:

- Ability to work independently and perform clerical assignments with moderate direction.
- Ability to read, comprehend, explain, and apply written procedures.
- Working knowledge of business practices, correspondence and typing formats, including correct English grammar, spelling, and punctuation.
- Working knowledge of filing and record keeping systems.
- Ability to recognize differences among data, facts, objects, or material.
- Ability to compare data from two or more sources for accuracy and completeness.
- Ability to operate office equipment
- Ability to greet visitors, answer the phone and answer or refer incoming inquiries from the public.
- Ability to provide quality customer service.
- Ability to perform complex data entry tasks.
- Working knowledge of MS Office Suite software and the use of computer systems.
- Ability to follow oral and written instructions.
- **Physical Requirements of the Position:** *The physical demands described are representative of those that must be met to successfully perform the essential functions of this job.* Mobility and ability to sit for long periods of time, keyboard, bend, reach and lift up to 40 lbs.

SUBMIT APPLICATIONS TO: THRHA 5446 Jenkins Drive, Juneau, AK;
Email jobs@thrha.org
www.thrha.org; for questions please call (907) 780-6868.

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.