



## Regional Housing Authority JOB RECRUITMENT

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

JOB TITLE: **Administrative Specialist**

LOCATION: Juneau, Alaska

SALARY: Starting at \$66,359 per year DOE  
Benefits included.

APPLICATION PERIOD: Open until filled

**DUTIES AND RESPONSIBILITIES:** The Administrative Specialist supports the DCM Director of Project Development, Construction Director and other DCM staff with programs support. This position ensures procurement processes are followed and tracks, schedules shipments of materials and ensures supporting documentation meets requirements. Maintains office records and inventory of materials. Enters energy rating information.

- Provides support for daily DCM operations; Provides support for procurement of construction materials.
- Manages requests for proposal (RFP) and other procurement.
- Arrange for material logistics to get materials to the field when needed. May require coordination with warehouse inventory specialist.
- Enter AKJWarm home assessment data (energy rating calculation)
- Provides cost tracking reports to project coordinators and field supervisors.
- Assist with grant reporting.
- Assist with inspections to develop scopes of work.
- More details in the job description:

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- 3 years of experience performing duties related to office or clerical support.
- Valid Alaska driver's license

**REQUIRED KNOWLEDGE AND SKILLS:**

- Ability to work independently.
- General knowledge of construction, carpentry and basic building maintenance such as plumbing, electrical, painting, heating systems, flooring and appliances and energy efficiency.
- Experience with logistics in Southeast Alaska
- Knowledge of procurement processes.
- Ability to track expenses using multiple funding sources.
- Ability to read, comprehend, explain, and apply written procedures.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Working knowledge of MS Office Suite software and the use of computer systems.
- Ability to follow oral and written instructions.
- While performing the duties of this job, the employee is regularly required to: Talk or hear; Sit for extended period; Stand; Walk; Use of hands to finger, handle, or feel; Hear sounds and recognize differences; See differences between colors, shades, brightness; While looking forward, recognize depth and distance and see objects or movements that off to side; Lift up to 40 pounds (files, copy paper, maintenance materials)

SUBMIT APPLICATIONS TO: Email: [jobs@thrha.org](mailto:jobs@thrha.org); Fax: (907) 780-6895  
Mail: THRHA 5446 Jenkins Drive, Juneau, AK 99801;  
[www.thrha.org](http://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. COVID-19 vaccination is required to work with THRHA.