



JOB ANNOUNCEMENT

Date: November 2024
Positions: Administrative Assistant
Community: Anchorage
Posting Ends: Open until filled

POSITION TITLE:	Administrative Assistant
SUPERVISOR GROUP	Deputy Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Clerical
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Regular Full-Time

POSITION SUMMARY

The position of Administrative Assistant plays a vital role in supporting AHA's operations by performing a variety of office and administrative tasks across all departments. This role is essential in ensuring smooth and efficient office functions.

ESSENTIAL FUNCTIONS

Demonstrate the character, integrity, and proficiency that represents AHA to the highest professional standards. This position requires a level of confidentiality in the handling of sensitive information and requires discretion in all aspects of their work. The Administrative Assistant performs other related duties as directed to meet the ongoing needs of AHA.

General Office

- Answer and direct phone calls; take and relay messages.
- Greeting visitors and direct them to the appropriate staff.
- Manage incoming and outgoing mail, packages, and faxes.
- Monitor and manage office supplies and office equipment.
- Assist with cleaning duties and care for office plants.
- Update digital signs and company phone directories.

Executive Team Support

- Provide program information and act as a liaison to staff and community agencies.
- Assist the Board of Commissioners with recording meeting minutes as needed.
- Schedule travel and manage travel records.
- Help organize company events and functions.

Department-Specific Support

- Code and process accounts payable.
- Annual year-end financial processes.
- Mail housing statements as directed.
- Verify the completeness of housing application information.
- Expedite materials shipments (boxing, labeling, mailing).
- Assist with time sheet and receipt processing.

KNOWLEDGE AND SKILLS

- Familiarity with standard office procedures and administrative practices.
- Strong verbal and written communication skills.
- Ability to work well with diverse groups.
- Commitment to excellent customer service.

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- Proficiency with office productivity tools, equipment, and software
- Strong organizational and record-keeping skills.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent; formal administrative training preferred.
- Direct related work experience preferred.
- Computer literacy and strong word processing abilities.

SUPERVISION EXERCISED

This is a staff position with no supervisory responsibilities.

WORKING CONDITIONS

This position primarily functions in an office environment with significant computer activity and is primarily sedentary in nature.

WORK LOCATION

This position is an on-site full-time office-based role. Limited remote or hybrid work options are not available.

OTHER REQUIREMENTS

A current printout from DMV of employees' driving record and Alaska Driver's License is mandatory if employee is required to hold a driver's license for the particular job.

Participation in continuing education and training is encouraged.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required before hiring and may be conducted during employment.

GENERAL

This job description outlines the general responsibilities and expectations for the Administrative Assistant role but does not encompass all tasks or qualifications required. Duties, responsibilities, and qualifications may evolve over time, and the Aleutian Housing Authority (AHA) retains the right to modify this description as needed. This document does not constitute an employment contract. By signing, you acknowledge that AHA is an "at will" employer, meaning either party may terminate the employment relationship at any time, with or without notice or cause.

Please email your application/resume to choua.yang@ahaak.org. AHA's employment application is available on our website at <http://www.ahaak.org/Jobs.html>.