

JOB VACANCY ANNOUNCEMENT

Opening Date: May 15, 2017

Closing Date: May 22, 2017

Position: **Human Resources**
Generalist

Reports to: Human Resources Director

Salary/Wage: Grade G; \$27.46-29.70, DOE

Department: Human Resources

Hours: Monday-Friday 8:30 – 5:00

Location: ASNA

Brief Summary:

Provide specialized operational and administrative support to the Human Resources Department.

Qualifications:

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

Education:

Associate's Degree (AA) in Human Resource Management, Business, Public Administration, Management, or Administrative Professional or equivalent from a two-year college or technical school.

One year of related experience; or equivalent combination of education and experience.

Desired Knowledge, Skills and Abilities:

Work ethically and professionally; treat people courteously and respectfully.

Review documentation to ensure accuracy and procedural compliance; process documents in accordance with standards.

Demonstrate working knowledge of applicable human resources principles, policies, regulations, processes and documentation.

Work independently; respond promptly and proactively to customers' needs.

Participate in the development and management of specialized human resources databases.

Demonstrate strong interpersonal and communication skills and the ability to work effectively with diverse individuals, small, and large groups.

Gather data, compile information, and prepare reports.

Demonstrate data management and records maintenance skills; accurately complete tasks in a timely manner.

Calmly manage difficult or emotional situations.

Identify and resolve problems in a timely manner.

Is consistently at work and on time.

Meet dress code standard; appearance is neat and clean.

Ability to maintain confidentiality.

Manage competing demands; able to deal with frequent change, delays or unexpected events.

Support ASNA's mission and goals; follow all policies and procedures.

Knowledge of Microsoft Word, Microsoft Excel, E-mail, Internet and HR software.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.