

## JOB VACANCY ANNOUNCEMENT

Opening Date:	October 11, 2016	Closing Date:	Until Filled
Position:	<b><u>Logistics Technician</u></b>	Reports to:	Construction Manager
Salary/Wage:	Grade F: \$24.96 - \$27.00/HR	Department:	Construction
Hours:	Monday – Friday; 8:00am-5:00pm, (Varies)	Location:	Barrow, Alaska

### **Brief Summary:**

The Logistics Technician is responsible for working with various vendors to purchase items throughout the US and expediting materials/supplies to jobsite or warehouses in Barrow. Manage preventative maintenance for vehicles, tools, and equipment. This position requires predominantly people skills to communicate ASNA's needs to vendors and also basic computer skills to track and inventory items as they are shipped and received into Barrow.

### **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:**

High school diploma or general education degree (GED).  
Prior experience in material acquisition and handling.  
Experience towing trailers, operating forklifts preferred

### **Desired Knowledge, Skills and Abilities:**

Demonstrated ability to provide timely routine vehicle and housing maintenance and preventative maintenance.

Work ethically and professionally; treat people courteously and respectfully.

Good oral and written communication skills.

Demonstrate excellent telephone etiquette and face-to-face customer service skills.

Accurately complete tasks in a timely manner.

Respond promptly to customers' needs.

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.

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.

Proficient skills in the use of computers; able to enter and retrieve data; and able to use word-processing program for correspondence and reports.  
Applications used: Microsoft Word & Excel, Maximo.

Proficient in the following office skills: Records information management, keyboarding, and customer assistance.

Operate basic construction equipment, such as forklifts and loaders.

Follow all safety standards, including OSHA and other regulatory entities.

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.*

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