

## ARCTIC SLOPE NATIVE ASSOCIATION JOB VACANCY ANNOUNCEMENT

Opening Date:	September 27, 2016	Closing Date:	Until Filled
Position:	<b><u>Travel Assistant</u></b>	Reports to:	Travel Director
Salary/Wage:	Grade E; \$22.69-\$24.55/HR	Department:	Travel Department
Hours:	Mon-Fri; 8:30 AM-5:00 PM	Location:	ASNA

### **Brief Summary:**

Provide operational and administrative support to the management of Arctic Slope Native Association, Ltd and Samuel Simmonds Memorial Hospital staff and patient travel including air travel, ground transportation and lodging.

### **Qualifications:**

High school diploma or general education degree (GED) required. Associate Degree in Business Administration or related field preferred.

Three years of work experience in medical travel, coordination of health services, patient services, administrative assistance in health, social or public services, or any combination of related experience, required.

Inupiat speaking preferred.

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

Demonstrate knowledge of on-slope, in-state and out-of-state travel resources.

Ability to work independently.

Ensure patient/client confidentiality at all times.

Work ethically and professionally; treat people courteously and respectfully.

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

Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner.

Respond promptly to customers' needs.

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

Process Medicaid travel responsibly.

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

Knowledge of basic office procedures, including filing, organizing, and requisitioning.

Excellent written and verbal communication skills.

Proven ability to work with staff members in a supportive, facilitative manner.

Computer literacy required; knowledge of Microsoft Word and MS Office. Demonstrate proficient use of basic office equipment.

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.*