



Position: Administrative Assistant
Location: Anchorage, Alaska
Pay Range: DOE + Benefits

The Administrative Assistant is responsible for providing clerical and general office support to all personnel working in the Anchorage office of the Aleutians East Borough, as well as staff located in other Borough communities. This position assists with the administrative functions of each Borough department. This position acts as the initial point of contact in the Borough Anchorage office for visitors, including elected officials, various professionals, building management and maintenance personnel, appointed officials from federal agencies, the State of Alaska, other municipalities, and constituent communities. The Administrative Assistant must be sensitive to cultural diversity and be able to communicate appropriately and professionally with members of the public.

If this seems like the opportunity for you, please visit Alaska Executive Search at <http://www.akexec.com> to apply. For more information, please call Alaska Executive Search at 907-276-5707.

Major Duties

- Answering the telephone promptly and courteously, transferring calls as appropriate and taking messages when necessary.
- Maintaining the kitchen, workroom, hallway, and reception area on a daily basis so they remain clean and orderly.
- Operating and maintaining all office machines, including the telephone system. This includes, but is not necessarily limited to, cleaning, maintaining and replacing toner and print cartridges as needed in the copier, facsimile (fax) machine, postage machine, various printers, and other office equipment, as directed.
- Maintaining electronic and/or hard copies of AEB records by following the established records retention policy, and assisting Borough staff with record retention procedures.
- Providing general document support for office staff, including copying, collating, and assembling supporting documents for Borough departments and compiling Assembly packets as requested.
- Attending meetings, taking notes and producing minutes, meeting summaries, lists of action items or other documents as requested.
- Maintaining office supplies, placing orders and picking up additional supplies as needed.
- Receiving and immediately distributing mail, incoming faxes and other deliveries within the office.
- Packaging items for mailing and delivering them to the U.S Postal Service, FedEx, UPS, or local air carriers (Peninsula Airways, Alaska Airlines, ACE Air Cargo, etc.) as directed. Running other business related errands as required and directed.
- Making travel arrangements, which may include ferry reservations, airline reservations, lodging, conference facilities, vehicle rental, etc., as requested.
- Assisting the Borough Finance Director by monitoring and maintaining the office's petty cash fund and tracking vendor invoices as requested.

- Scheduling various meetings, conference rooms and other events for the Anchorage office.
- Serving as the Southwest Governments, LLC liaison. This includes providing coordination as needed between office personnel and the building management firm on all office/building related issues, attending and taking minutes at meetings, and other duties as needed.
- Serving as the Information Technology liaison for the Borough.
- Managing the Borough's participation in the Alaska Municipal League Joint Insurance Association Loss Control Incentive Program and providing training information to Borough staff to comply with program requirements.
- Overseeing day-to-day helicopter operations which includes but is not limited to reservation management, updating manifests and operations reports, and collecting outstanding payments.
- Other duties as assigned.

Job Requirements

- High School diploma or equivalent.
- Must have a valid Alaska driver's license.
- Demonstrates proficiency with all the component tasks listed in "Major Duties" above.
- Demonstrates ability to take direction and then work independently to complete assigned tasks.
- Ultra-reliable person with excellent judgment and impeccable record-keeping skills.
- Quick learner with ability to accept and process feedback, who can document a history of outstanding productivity while generating exceptionally high quality of work.
- Ability to lift, move and carry fifty (50) pounds.
- Requires a self-starting individual with an outstanding work ethic who can be given a list of diverse tasks with varying "complete by" dates, prioritize the list appropriately, obtain the materials and supplies necessary, and then complete all tasks timely, successfully, and in appropriate order.
- Prefer familiarity with the Aleutians and/or rural Alaska.

Skills

- Proficient in Word and Excel, with above average knowledge of setting up spreadsheets using moderately complicated formulas.
- Ability to proofread and edit documents.
- Familiarity with records retention policies and procedures.
- Proficient in researching information using a wide variety of resources, both online and/or hard copy, including State of Alaska online databases
- Practical knowledge of office machines including but not limited to: computers, copying equipment, postage machines, facsimile (fax) machines, scanners, and printers.
- Proficiency with commonly used software, including but not limited to: Adobe, MSOffice 365, Outlook, Word, Excel, and Publisher.
- Ability to manage several online calendars for events, meetings, staff activities, and conference room use.
- Ability to create a variety of document templates and forms.
- Requires strong secretarial skills.

Work Environment

The majority of work is performed in an office environment in Anchorage. This consists of interaction with people, both in person, via e-mail and using the telephone, and desk work utilizing a computer, telephone and other office equipment.

Supervisory Control/Responsibilities

The Administrative Assistant reports to the Assistant Borough Administrator.