



## Office Assistant

<b>Department:</b> Administration	<b>Reports To:</b> Member Services Manager	<b>Status:</b> Regular
<b>Location:</b> Nome	<b>FLSA:</b> Non-Exempt	<b>Pay Range:</b> 7

### Purpose of Position

Under direct supervision, this position will assist administrative staff to manage tribal responsibilities.

Uphold the organization's mission, and vision as well as demonstrate understanding of and compliance with organization's policies and procedures.

### Essential Functions

- Assist with primary phone and office coverage.
- Greet guests and direct them to the appropriate department.
- Distribute program information and applications for NEC services.
- Assists with filing documents as needed.
- Maintains confidentiality of information for NEC services.
- Other duties as assigned.

### Personal Traits:

Employees of Nome Eskimo Community are expected to promote the organization's mission and vision. Employees are expected to demonstrate integrity, professionalism, accountability, cooperation with and consideration of others.

### Knowledge and Skills

All employees are expected to have general knowledge of Alaskan Native culture, traditions, history, and needs as well as customer service skills and the ability to manage their time and organize their work to ensure efficient performance. In addition, all employees should have a general knowledge of computers, copies, fax machines, and typical software, the ability to follow policy, procedure, instruction, communicate regularly with their supervisors, and the ability to understand and manage confidentiality.

Specific knowledge, skills and abilities required for position:

- Knowledge of NEC programs and services
- Knowledge of multi-line telephone systems operation
- Knowledge of filing procedures
- Skill in oral and written communication
- Skill in maintaining and updating office and administrator schedules
- Skill in establishing and maintaining cooperative working relationships with others

### Minimum Qualifications

- **Education:** High school diploma or equivalent is required.
- **Experience:** Must have at least 2 years comparable work experience or demonstrated proficiency at NEC.

**Additional Requirements or Credentials:**

- A valid Alaska Driver’s License is preferred

**Physical Requirements and Working Conditions:**

- Must be able to lift at least 20 pounds
- Work is conducted in a standard office environment.
- May be required to work outside the traditional work schedule occasionally
- Use hands and arms to operate office or clinical equipment
  
- Sit more than half the workday
- Bend, stretch, twist, crouch and/or reach
  
- View electronic monitors for prolonged periods of time

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Internal Approvals**

\_\_\_\_\_  
Printed Name of Incumbent

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_  
Date

When possible, NEC will extend a Hiring Preference for employment to Alaskan Natives and Native Americans in accordance with section 7 (b) of Public Law 93-638, the Indian Self-Determination Act. NEC is also a drug free workplace. When required, applicants may be required to pass a criminal history check. Applicants that do not pass pre-employment requirements will not be considered.