



## SENIOR OFFICE SPECIALIST POSITION DESCRIPTION

### **Job Summary:**

The Alaska Native Health Board (ANHB) is seeking a motivated individual to work with ANHB management and staff. The Senior Office Specialist will organize and coordinate administration duties and office procedures to ensure organization effectiveness and efficiency to support ANHB's mission and vision. This position will report to the President/CEO.

### **Essential Functions:**

1. Maintains office efficiency by implementing day to day operations.
  - Maintain front desk: greet visitors, answer phone calls, and manage admin e-mail correspondence and faxes.
  - Support all administrative duties in the office and ensure that the office is operating smoothly.
  - Collects and reviews time sheets and PTO forms, upon approval from President/CEO submits for payroll processing.
  - Update yearly Letter of Endorsement forms for ANHB Representatives.
  - Book employee travel and complete travel reconciliation reports.
  - Assists President/CEO with HR functions.
  - Maintains office supplies and office machine management.
2. Provides event planning and coordination for meeting facilitation.
  - Provide administrative support as necessary, including scheduling meetings, maintaining calendars, gathering information and research, and assisting co-workers as required.
  - Distribute approved meeting dates to member organizations.
  - Reserve meeting venues and arrange technical support and catering.
  - Support staff and board representatives with meeting documents.
  - Support staff on virtual meeting platform (Zoom) during meetings.
  - Support board members and visiting dignitaries during meetings.
  - Support staff with draft meeting minutes, meeting summaries, and taking notes during meetings.
3. Supports on-going work efforts and communication with ANHB Management.
  - Maintain and update ANHB Master email distribution list.
  - Update ANHB website with any changes in ANHB representatives.
  - Update ANHB committees list after annual meeting.
  - Assist staff with calendars invitations and ensuring meetings are scheduled.
  - Participate in ANHB Staff meetings.
  - Participate in Management meeting with President/CEO and Office Manager.
4. Consistently Exhibits Professional Behavior as a standard of conduct in fulfilling the role of the position.
  - Works collaboratively to create an organization that is proactive, and able to process decisions, authorizations, transactions and services effectively, efficiently and consistently.
  - Assists with special projects as assigned by the President/CEO.
  - Works in a collaborative, cooperative and professional manner with all ANHB staff and Member representatives.
  - Ability to work in a cross-culture environment and understand the social and cultural context of Alaska Native communities.
  - Treats Board members/alternates as sovereign dignitaries, with dignity and respect, and is considerate by using their time wisely and communicating effectively.
  - Abides by the ANHB policies, procedures and structure.
  - Interacts with outside agencies in a business manner.

- Attends meetings, conferences and training to stay abreast of issues and to enhance skills that will improve overall program activities and objectives.
- Maintains confidential information.

**Qualifications:**

Required:

- Prior work experience as an office assistant, office specialist or similar role.
- Experience with business computer applications including: MS Outlook, MS Word, MS PowerPoint, MS Excel
- Strong organizational and communication skills
- Ability to work effectively with others.
- Willingness to adjust to new procedures.
- Ability to efficiently complete projects independently with minimal supervision.
- Valid driver's license.

Preferred:

- Associate degree in Business Administration or related field. Progressive work experience may be substituted on a year-for-year basis.
- Prior work with a tribal organization desirable.

**Compensation:**

Starting salary is commensurate with experience, plus a generous benefit package that includes health insurance, 403(b) retirement plan, vacation days, and other benefits.

**Application Process:**

Please complete application, send a cover letter and resume detailing qualifications for this position along with three professional references to the following **e-mail address: [jobs@anhb.org](mailto:jobs@anhb.org)**. Interviews will be conducted with qualified candidates. Candidates selected for an interview will be required to submit a writing sample. Position will be open until filled.

*Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the ANHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization.*