

**Doyon Utilities, LLC
Job Description**

JOB TITLE	Administrative Assistant-Operations	LOCATION	JBER, Anchorage
REPORTS TO	Site Manager	HOURS	40 Hours per week
TYPE OF POSITION	Temp	SCHEDULE	M-F 8am-5pm
WAGE RANGE	\$23.62-\$27.32, DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	08/18/2017

POSITION OBJECTIVES: Provide administrative support to the Site Manager with emphasis on project coordination, preparing and finalizing correspondence, processing invoices, coordinating with Doyon Utilities headquarters, and special projects and file management.

MAIN ACTIVITIES:

1. Provide administrative support and communicate effectively with the Site Manager, military entities and Doyon Utilities personnel.
2. Compose and prepare confidential correspondence, research, reports and other complex documents from various sources, i.e., verbal, written, etc., in accordance with the Utility Privatization contract, CDRL reporting, state and federal guidelines.
3. Answer and screen incoming and outgoing calls and correspondence; respond independently when possible and take/relay incoming messages and place outgoing calls, as needed.
4. Perform duties related to human resources, i.e. maintain local personnel training files, prepare sensitive personnel documents as directed by the supervisor, and assist employees with enrollment and questions related to utility benefit programs.
5. Arrange meetings and conferences, assuring complete information is available as required.
6. Create and/or maintain detailed database programs, i.e., maintenance management program and spreadsheet files.
7. Work in coordination with Doyon Utilities Headquarters to plan meetings or events at their respective site.
8. Provide records management assistance and maintain active, retired and archived filing systems.
9. Ensure submission of employee time cards and accountability of time against published schedule of jobs assigned to the installation.
10. Input purchase requisitions into computerized purchasing system for appropriate approval, collect related purchasing documentation in support of invoices, and coding of receipts.
11. Coordinate gate access with contractors and the military.
12. Perform other activities as assigned.

SKILLS AND QUALIFICATIONS:

1. Ability to work independently regarding daily activities.
2. Must understand and be committed to confidentiality.
3. Must have superior knowledge of business English, spelling and punctuation, general office practices and procedures.
4. Must have excellent communication, customer service and project organization skills.
5. Ability to multi task in a fast-paced environment.
6. Working knowledge of business office equipment such as copiers, printers and fax machines.
7. Proficient in the use of Microsoft Office applications.
8. Problem solving skills in order to identify and resolve problems in a timely manner and gathers

- and analyzes information skillfully.
9. Type a minimum of 40 wpm.

EDUCATION AND TRAINING:

1. High School diploma or equivalent required; college level courses in business and/or computer science preferred.
2. Four years of progressive advancement in a professional office environment.
3. Must have and maintain a valid Alaska Driver's License.

CONDITIONS AND ENVIRONMENT: The majority of the work is performed in a professional office setting. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds. Reasonable accommodations, according to applicable state and federal laws, will be provided to all qualified individuals with physical or mental disabilities. Must be eligible to work on a military installation in Alaska.

Employee Signature

Date