

Doyon Utilities, LLC
Job Description

JOB TITLE	Administrative Intern	LOCATION	JBER Depot
REPORTS TO	Director of Utilities	HOURS	20-30/week
TYPE OF POSITION	Part Time, Temporary	SCHEDULE	TBD
WAGE RANGE	DOE	FLSA STATUS	Non-Exempt
BARGAINING GROUP	N/A	DATE	04/20/20

POSITION OBJECTIVES: Under the supervision of the Director of Utilities or designee, the Administrative Intern will gain valuable experience learning about the current business environment of Doyon Utilities. The Administrative Intern will obtain essential skills in organizing, planning, writing, filing, reception duties, researching and networking.

MAIN ACTIVITIES:

1. Provide office support functions including word processing, filing, copying, composing business documents
2. Provide administrative support to include greeting visitors in person or by telephone and connect those with the appropriate staff person
3. Assist in drafting forms, printing and copying information for distribution
4. Maintain files utilizing record and document management systems.
5. Scan, copy and file documents
6. Interact effectively with supervisors, employees and the general public
7. Perform related duties as assigned.

DESIRED KNOWLEDGE AND SKILLS:

1. Knowledge of Microsoft Office Suite (Word/Excel/Outlook), SharePoint, UltiPro
2. Proper telephone etiquette
3. Communication skills including correct grammar and spelling
4. Knowledge of office machines including fax, copier, computer workstations, telephone system, voice mail systems
5. Ability to meet and deal with the public and staff in a pleasant and courteous manner
6. Ability to follow direction and attention to detail
7. Must have a positive, friendly attitude and be a team player

CONDITIONS OF EMPLOYMENT:

1. The incumbent is subject to pre-hire and random drug testing in accordance with the published policy of Doyon Utilities.
2. High School diploma or equivalent required.
3. Must have a valid driver's license issued by the State of Alaska.
4. This position may have access to information sensitive documents, Administrative Intern must understand their role in confidentiality in the workplace.

ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities. The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than 40 pounds.

Employee Signature

Date