



213 Third Street ♦ Juneau, Alaska 99801 ♦ (907) 586-8228 ♦ Fax (907) 586-8226 ♦ www.reachak.org

AN EQUAL OPPORTUNITY EMPLOYER

JOB ANNOUNCEMENT

POSITION: HUMAN RESOURCES ASSISTANT (20-29 hrs/wk)

POSITION #: 01-020510

DEPARTMENT: Administration

SALARY: Competitive Salary (DOE) & Benefit Package

CLOSING DATE: Immediate Opening - Open Until Filled

DUTIES & RESPONSIBILITIES: This position will perform a wide range of personnel related functions, within the Agency's Human Resources Department. Responsibilities will include assisting with the processing and tracking of received employment applications, reviewing of applications to ensure that they meet the minimum established qualifications, data entry of all required EEO information, and the maintenance of all electronic employment files and records. Reporting to the HR Director, this position will assist with all phases of the recruitment process, including participation in job fairs, and various community events related to the recruitment and retention of employees. Assists with the coordination of the intake process, ensuring that all required documentation is obtained. Will also assist with the scheduling of fingerprinting and the online submission of background applications to the Background Check Unit. Responsible for entering all personnel related information into the HRIS or HRMS database. Prepares various bi-monthly reports pertaining to required certifications. Attends various trainings, committee meetings, and community events, as necessary. Maintains and promotes a positive professional working relationship with all staff. Handles highly confidential information on a daily basis and enforces strict confidentiality as prescribed by Agency policy and federal/state law.

- CONTINUED ON REVERSE SIDE -

QUALIFICATIONS: A self-starter, who is flexible, conscientious, patient, and supportive. Must possess excellent verbal and written communication skills, organizational skills, interpersonal skills, and time management skills. Detail oriented, with the ability to prioritize and handle multiple tasks simultaneously. A team player, with the demonstrated ability to interact appropriately and professionally with a diverse group of people including applicants, staff, employers. **Strong computer and data-entry skills.** Ability to work independently, with minimal supervision.

REQUIREMENTS: High school diploma or G.E.D. required. AA degree preferred. Requires minimum two (2) years professional office experience in a setting which required the individual to routinely handle confidential and privileged information, in an appropriate and professional manner. Requires demonstrated proficiency with computers, and knowledge of basic software applications utilized for word processing and the preparation of spreadsheets. Experience and/or familiarity with an HRIS system; Sage Abra software experience is desirable and preferred. TB clearance and criminal background check required.

APPLICATION PROCESS: Employment applications are available by visiting or contacting REACH, Inc. @ 213 Third Street; Juneau, AK 99801 (Phone 907-586-8228); OR may be downloaded from our website @ www.reachak.org Please submit a completed REACH, Inc Application for Employment, and resume to Bob Small, Human Resources Director; REACH, Inc; 213 Third Street; Juneau, AK 99801; OR fax to (907) 586-8226. List the "Position" you are applying for, and the "Position #"; on your completed application, and sign before submitting for processing. Applicants selected to participate in the interview process will be contacted by phone. Thank you for your interest in REACH, Inc.

Please Note: REACH, Inc maintains a Drug-Free Workplace; and applicants may be required to submit to pre-employment drug screening as a condition of employment.