**JOB DESCRIPTION**

Title: Admin. Assistant – PJCP Project

Department: Administration

Reports To: Project Manager

**JOB SUMMARY**

The Admin Assistant will serve as liaison between the PJCP project management team and the local/ regional communities by providing Human Resource support in the areas of recruitment, on-boarding, training and employee relations and community relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (and other duties as assigned)

1. Interface, professionally and positively, with local/regional resident inquiring about employment opportunities and the recruitment process
2. Recruit, interview, screen and refer potential candidates to hiring team. This includes ASKW-Davis and project subcontractors
3. Assist applicants with the completion of applicant information and ensure applicant recordkeeping is accurate and maintained
4. Act as a liaison with ASKW-Davis Training Department and Yuut Elinaurviat learning center to local/regional residents regarding training/apprenticeship opportunities
5. Plan and coordinate project/training events in the local/regional communities
6. Communicate with local/regional organizations; track and prioritize local/regional project inquiries, request and issues
7. Coordinate/conduct pre-employment drug screening in accordance with company approved Drug & Alcohol policies and procedures.
8. Track and monitor subcontractor referrals and placements
9. Maintain positive working relationships with subcontractor and other project partners
10. Conduct new hire on-boarding including new hire orientation
11. Other duties as assigned by project team

**EDUCATION and/or EXPERIENCE**

1. High School Diploma or equivalent. Bachelor degree in business, communication, Human Resources or related field preferred
2. One to three years community relations, human resources or related experience
3. Strong knowledge, understanding and sensitivity to the local/regional culture
4. Strong written and verbal communication skills, including the ability to community effectively to management and community groups in a positive manner. Must have ability to effectively present information to the public
5. Strong leadership and project management skills
6. Must be familiar with the ANCSA Regional and Village Corporations, including various forms of governments such as tribal, municipal, state and federal entities
7. Ability to work under pressure and stressful situations with diverse groups and maintain cooperative working relationships with applicants, community members and organizations
8. Report writing and statistical gathering required
9. Computer skills and administrative knowledge required with proficiency with Microsoft Excel, Power Point, Word, Visio software.
10. The ability to speak and understand the local/regional language is important and preferred.

**LANGUAGE SKILLS**

* Ability to read and interpret documents such as policies, procedures, manuals and safety rules
* Ability to write and use computer to generate reports and correspondence
* Ability to speak clearly and effectively before small and large groups of employees or customers

**MATHEMATICAL SKILLS**

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

**REASONING ABILITY**

* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
* Ability to deal with problems involving several concrete variables in standardized situations

**PHYSICAL DEMANDS**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position an individual is:

* Frequently required to speak and hear
* Frequently required to sit; reach with hands and arms; use hands and fingers to handle or feel
* Occasionally required to stand
* Frequently required to walk, climb, balance
* Occasionally required to taste or smell
* Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.
* Specific vision abilities required includes the ability to use close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Work is performed in an Office setting
* The floor plan consists of offices and work stations
* The noise level is usually moderate
* The work is in a fast-paced TEAM environment and requires collaboration with a variety of departments and ability to juggle and prioritize multiple tasks thru completion

Travel:

The incumbent may be required to travel in small and large commercial fixed wing aircraft in diverse weather conditions to remote locations

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Email one page resume to [pjcpjobs@askwdavis.com](mailto:pjcpjobs@askwdavis.com) or fax to 907-561-3620

Compensation: 20.00/hr DOE, no benefits

Statement by Employee: I certify that I have received a copy of this job description and that I am able to perform the essential functions of this job, with or without accommodation. If an accommodation is advisable, desired, or required, I understand it is my responsibility to inform my supervisor of this need. I understand that this document does not create an employment contract, implied or otherwise, other than an ‘at will’ relationship. I understand that a copy of the signed acknowledgement will be filed in my personnel record. I also understand that my employment is “at will.”

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Printed Name Signature

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Date: