

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 communicate 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