

# Bristol Bay Economic Development Corporation Job Description



**POSITION TITLE:** *Administrative Assistant II*

**POSITION DESCRIPTION:**

Works closely with and reports to the Chief Administrative Officer (CAO). Performs a variety of administrative duties, including maintenance of personnel files, coordination of all BBEDC travel, assisting with preparations for meetings, and similar duties as assigned. Applicant must also be willing to work extra hours as required during board and committee meetings.

**QUALIFICATIONS:**

- High school diploma or GED.
- Three years of experience in an office setting and familiarity with office procedures preferred.
- Excellent organizational and time management skills.
- Knowledge of human resources concepts, practices, policies, and procedures preferred.
- Ability to maintain the confidentiality of records and information.
- Experience preparing travel arrangements, including flight, hotel and car rental reservations preferred.
- Proficiency in use of computers and computer applications.
- Excellent telephone etiquette.
- Good writing and communication skills.
- Ability to work with others.
- Willingness to learn and enhance administrative skills.
- Capable of lifting 30lbs or greater.
- Must have an Alaska Driver's License.

**DUTIES AND RESPONSIBILITIES:**

- Assists receptionist with answering phones, greeting visitors/clients, and maintaining orderly/clean lobby, kitchen and meeting areas.
- Coordinates with receptionist to ensure accurate inventory and procurement of office supplies.

- Maintains Credit Card, Purchase Order and Travel Authorization logs, both paper and electronic.
- Initiates and/or processes employment forms and develops position advertisements in consultation with the appropriate program manager and Chief Administrative Officer.
- Assists staff and board members with the preparation of various personnel forms in compliance with BBEDC policies and procedures.
- Creates and/or maintains confidential departmental personnel files, documents, and/or databases.
- Maintains administrative and board related files.
- Prepares arrangements for all BBEDC staff, program and board travel.
- Assists in preparation for board and committee meetings, including but not limited to, notices, board packets, and meal arrangements.
- Works on special projects as assigned by the President/CEO, Chief Operating Officer, and Chief Administrative Officer.
- Provides written reports as directed by supervisor.
- Assists with implementation of Collection Policy procedures and maintaining collection files.
- Other duties as assigned.

**REPORTS TO:**

Chief Administrative Officer

**SALARY RANGE:**

\$20.00- \$22.50 hourly DOE

**DUTY STATION:**

Dillingham