



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Human Resources Administrative Assistant

Team: Administrative

Salary: \$20.00 - \$23.00

Reports to: Human Resources Director

Schedule: Regular, Full-Time

Salary Status: Non-Exempt from Overtime

Last Revised: March 2023

The Human Resources Administrative Assistant will perform tasks and services to support the effective and efficient operations of the NVE Human Resources Department.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Maintains human resource files, records, and documentation.
- Maintains Employee Leave calendar.
- Provides clerical support to the HR Director.
- Assists in periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with planning and execution of special events such as DENR Orientation, employee recognition events, holiday parties, and retirement celebrations.
- Creates and maintains employee key cards.
- Assists in processing required paperwork for employee transfers, changes in job classification, salary increases, and other related employment matters.
- Prepares purchase orders for human resource department.
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent interpersonal skills
- Must maintain strict confidentiality; ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High school diploma or equivalent required.
- Two years of related experience, preferred.
- Current Alaska Driver's license with safe driving record for past five years.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.