



**JOB DESCRIPTION**  
DUS Human Resources  
11500 C Street, Suite 100  
Anchorage, AK 99515-2692

<b>JOB TITLE</b>	HR Administrator	<b>LOCATION</b>	Anchorage
<b>TYPE OF POSITION</b>	Full-Time	<b>POINT OF HIRE</b>	Anchorage
<b>SCHEDULE</b>	M-F	<b>HOURS</b>	8-5pm
<b>SUPERVISOR</b>	HR Director	<b>FLSA STATUS</b>	Non-Exempt

**JOB SUMMARY**

Under the supervision of the HR Director, the HR Administrator is responsible for general HR support to the HR division.

**REQUIRED QUALIFICATIONS**

- One year of human resources experience
- Computer literate with database systems, MS Office and HRIS
- Associate's degree in business, human resources, or equivalent combination of education and experience. May substitute years of human resource experience on a year-for-year basis

**DESIRED QUALIFICATIONS**

- Bachelor's degree in business, human resources, or equivalent combination of education and experience. May substitute additional years of human resource experience on a year-for-year basis
- Experience working in an Alaska Native owned corporation
- Experience working in a company serving the North Slope and remote sites

**ESSENTIAL FUNCTIONS**

- Complete and distribute high quality staffing reports; develop, maintain and present HR recruiting metrics
- Respond to requests for specific application procedures, company and organization information, and general job opportunities on a regular basis
- Maintain accurate, complete and organized employee files including scanning documents
- Retain recruitment files according to regulatory requirements
- Assist with confidential employee relations issues as required
- Act as liaison with the Benefits and Payroll staff
- Process HR invoices
- Willingness to perform other duties as assigned
- Willingness to work in various locations as assigned

**CORE COMPETENCIES**

- Commitment to Excellence: Identifies what needs to be completed and takes action to achieve a standard of excellence beyond job expectations
- Corporate Values: Understand, embraces, and integrates DUS corporate values into everyday duties and responsibilities
- Safety and Security: Promotes a safe work environment for co-workers and customers
- Customer Service: Identifies and responds to current and future client needs by providing excellent service to internal and external customers

- Teamwork: Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the organization

### **JOB SPECIFIC COMPETENCIES**

- Administrative Skills: Performs a variety of office, clerical and professional administrative duties, some of which may be confidential
- Attention to Detail: Ensures one's own and other's work and information are complete and accurate
- Communication Skills: Listens, writes, and speaks effectively, and positively relates and interacts with co-workers and others
- Dependability: Consistently adheres to operational standards, ensures smooth operations and positive customer experiences, builds a productive workplace, is reliable and improves team morale

### **BENEFITS**

Full time regular employees have the opportunity to enroll in health insurance (medical/dental/vision), life insurance, 401k Retirement Plan and short term disability through AFLAC. Full-time regular employees are provided access to our employee assistance program.

### **WORKING ENVIRONMENT**

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

### **PHYSICAL DEMANDS**

The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

### **REASONABLE ACCOMMODATION**

It is DUS's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

### **PREFERENCE STATEMENT**

Doyon grants preference to Doyon Shareholders and shareholders of other corporations that grant a similar preference to Doyon shareholders, such as Alaska Native Corporations. The preference applies in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training. A preference will be granted to qualified Doyon shareholders first, and second to qualified shareholders of other corporations which grant a similar reciprocal preference to Doyon shareholders, such as Alaska Native Corporations.

### **ACKNOWLEDGEMENT**

This job description in no way states or implies these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description has excluded marginal functions of the position incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, incumbent(s) will possess the competencies, skills, aptitudes

and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of competencies, knowledge, skills or abilities.

This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.

Employee meets essential functions and accepts job responsibilities as outlined in this job description:

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Employee signature	Print name	Date
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Supervisor signature*	Print name	Date
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\*Submit signed copy to Human Resources to be placed in the employee’s official personnel file.