



SEALASKA HERITAGE

POSITION DESCRIPTION

Administrative Travel Assistant

INFORMATION

Department:	Administration
Reports to:	HR & Administrative Director
Location of Work:	Juneau, Alaska
Employment Category:	Full-time
Classification:	Non-exempt

SUMMARY/OBJECTIVE

Under the direct supervision of the HR & Administrative Director, this position is responsible for providing administrative support in part by booking travel for staff members, contractors, and other visitors. This position would also assist in completing purchase request forms for all departments as needed as well as procurement of goods and resources where needed.

ESSENTIAL FUNCTIONS

1. Provides support to all staff in navigating the travel process for staff, contractors, and other visitors.
2. Establishes and maintains travel protocol documents for staff to use for travel requests.
3. Manages travel processing and booking, including flights, ferries, hotels, car rentals, as needed.
4. Assists staff on completing purchase request forms when needed.
5. Performs other duties as assigned.

COMPETENCIES

- Excellent verbal, written, and interpersonal communication skills and customer service orientation
- Knowledge of operation of standard office equipment
- Ability to work well on own initiative and within a team
- Proficient in computer applications, including word processors, spreadsheets database software, and online survey applications
- Strong command of Microsoft Excel
- Highly organized, self-motivated, and attentive to detail
- Knowledge of principles and practices of basic office management

SUPERVISORY RESPONSIBILITY

This position will have no direct reports.

WORK ENVIRONMENT

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

WORK DEMANDS

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 20 pounds and occasionally lift and/or move objects up to 50 pounds.

POSITION TYPE

This is a full-time benefited position.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- High School Diploma
- Three years of administrative experiences or equivalent office experience.
- Demonstrable skill using Excel in a professional capacity.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

