



SEALASKA HERITAGE

POSITION DESCRIPTION

Human Resources & Operations Associate

INFORMATION

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| Department: | Administration |
| Reports to: | HR & Administrative Director |
| Location of Work: | Juneau, Alaska |
| Salary Grade: | DOE |
| Employment Category: | Full-time |
| Classification: | Exempt |

SUMMARY/OBJECTIVE

Under the supervision of the Human Resources & Administrative Director, this position is responsible for providing support to SHI by performing human resources and operations support duties. The position serves as the project lead of some activities and project assistant on other activities.

ESSENTIAL FUNCTIONS

1. Assists with and records employee information such as personal data, compensation, benefits, tax data, attendance, performance reviews or evaluations, and termination date and reason.
2. Heavily involved with hiring process including scheduling interviews, arranging background checks, and calling references.
3. Works on organization, including managing employee records, files, etc.
4. Occasionally assists with duties of Finance as needed including scanning projects, deposit reconciling, and filing.
5. Uses QuickBooks and other programs to find information to answer inquiries and provides information to authorized persons.
6. Compiles data from personnel and financial records and prepares reports.
7. Reviews archived files for destroy dates and scanning, scans paperwork when needed.
8. Compiles and maintains records for use in employee benefits administration.
9. Works with other departments to create job aids for various company-wide functions such as creating contracts, memoranda of agreements (MOA), statements of work (SOW) and professional service agreements (PSA).
10. Assists with developing onboarding materials for new staff.
11. Works within Administration department to assist with general duties as needed.
12. Other duties as assigned.

COMPETENCIES

- Knowledge of human resources and organizational functions.
- Proficient in computer applications for word-processing & spreadsheets.
- Highly organized, self-motivated, & attentive to detail.
- Effective writing & interpersonal communication skills.
- Commitment to the confidential nature of all personnel & financial records.

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 talk and hear. 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.

All staff are expected to work as a team for our bi-annual Celebration. This four-day event is a required activity in which all staff participate. Tasks are assigned to staff and staff are expected to attend the event for full days, potentially as long as 12 hours each day.

POSITION TYPE

This is a full-time, benefits eligible position.

TRAVEL

None to minimal.

REQUIRED EDUCATION AND EXPERIENCE

- **A bachelor's degree in a related field**
- Two years human resources or organizational experience – OR --
- A combination of education & experience that demonstrates a working knowledge of human resources and finance.

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.

