



**Title:** TPA Administrative Assistant

**FLSA:** Non-Exempt (Hourly)

**Pay Range:** DOE. This is a full time regular position with benefits and 401k.

**Reports To:** Site Supervisor and Scheduler/Planner

**Manages:** None

**Attendance Requirements:** Must be willing to work a flexible schedule depending on available work. Hours fluctuate with workload and range from 0 to 40+ hours weekly.

**General Summary:** The TPA Administrative Assistant is responsible for all clerical and admin support functions that are passed down from the Office Manager, Branch Manager, and occasionally the Site Coordinators/Schedulers. The Administrative Assistant is the first point of contact for making travel and hotel arrangements for employees, maintaining various databases, data entry, basic electronic and hard file management and support, coordinating publications to the client, and other duties as assigned.

**Essential Job Functions:**

- Perform administrative functions as assigned
- Make travel and lodging arrangements for employees
- Assist with daily, weekly and monthly reporting
- Coordinate publications to the client
- Maintain various resource databases and conduct data entry
- Safely drive a vehicle in hazardous conditions
- Conduct internet research
- Perform general office duties such as filing, ordering supplies, mailing, transporting equipment, employee incentives, and office management to support Office Manager, Branch Manager, or Site Coordinators/Schedulers.

**Job Standards:**

*Required Qualifications:*

- Proof of formal general education in the form of a High School Diploma or GED
- 2+ years documented experience working in any industry with favorable recommendation from former employer(s)
- Intermediate computer skills (Outlook, Excel, and Word) and ability to type 50 WPM
- Ability to work a flexible schedule on as-needed basis: Hours fluctuate between 0 and 40+ weekly
- Willingness to perform a wide variety of traditional and non-traditional admin functions including vehicle transport
- Excellent communication skills, excellent command over the English language in both writing and speaking
- Must demonstrate professionalism in handling of confidential information
- Ability to conduct internet research and manage research time appropriately
- Must be able to diligently navigate state and federal websites
- Clean driving record
- Commitment to reliability and dependability
- Commitment to obtain and successfully complete all required computer-based training within allowed time frame

*Preferred Qualifications:*

Alaska Native tribal affiliation, proficiency in all Microsoft Office applications, familiar with ten-key, prior experience in administrative support role, some college

**Working Conditions:**

- Frequent use of computer, copier, and fax machine
- Frequent interaction with other crew employees, supervisors, and client personnel
- Occasional exposure to freezing temperatures
- Infrequent hazardous driving conditions
- Potential limited medical access while working at pump stations

**Physical Requirements:**

*Applicant must...*

- Pass a visual acuity test and demonstrate ability to distinguish subtle differences in colors (through Ishihara's tests for color deficiency).
- Pass a TPA company physical and functional capacities test to determine that applicant meets minimum physical requirements

- Have ability to lift and carry 20 pounds.
- Be able to walk and climb except when performing non-field duties.
- Submit to random drug testing
- Have sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits employee to communicate effectively
- Have sufficient vision or other powers of observation, with or without reasonable accommodations, which permits employee to conduct investigations
- Have sufficient manual dexterity with or without reasonable accommodation, which permit the employee to perform routine office duties
- Have sufficient personal mobility and physical reflexes, with or without reasonable accommodations to perform office duties and travel when necessary to off-site locations

**Additional Information:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent 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.

A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the 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 knowledge, skills or abilities.