

ALEUTIAN PRIBILOF ISLANDS ASSOCIATION, INC.
Job Announcement

JOB TITLE: Part-Time Primary Care Services Program Assistant

LOCATION: Anchorage, Alaska

OPENING DATE: September 24, 2019

CLOSES: Open until filled

SALARY: Depending on Experience + Benefits

WORK HOURS: 5 hours per day

Job Summary: To provide support to the Primary Care Services Division. Works directly with the PCS Regional Administrator to ensure that the service delivery system in the APIA Region is fully supported. All support activities such as: purchasing and transactions, including travel, are to be done in accordance with established APIA policies and procedures, and in compliance with funding agency regulations and applicable laws. The program assistant ensures that medical equipment, supplies and materials and services provided to the regional field locations in the most economical manner, and with excellent service to internal and external customers. Work with APIA accounting and field staff for tracking of shipments, receipts, and accounts payable, and for equipment inventory.

Qualifications: High school graduate or equivalent with at least three years appropriate work experience in medical equipment/materials purchasing and inventory. Ability to work internally for the development and maintenance of purchasing procedures & policies and inventory control. Ability to utilize office equipment/computer programs, including typing a minimum of 45 wpm, and demonstrated knowledge of office management principles. Ability to work independently with minimal supervision. Must demonstrate interest and knowledge of Alaska Native/Native American lifestyles and rural health care delivery. Valid Alaska Driver's License. Willing to take training and attend workshops and meetings periodically to enhance job performance and knowledge. Alaska Native hiring preference.

The online method is preferred; however, you can also send/fax resume and application to:

Aleutian Pribilof Islands Association, Inc.
Human Resources Director
1131 East International Airport Road.
Anchorage, AK 99518 Fax 907-279-4351

Native preference will be given to qualified applicant pursuant to P.L. 93-638.