



# NORTON SOUND HEALTH CORPORATION

P.O. Box 966  
Nome, Alaska 99762  
(907)443-3311  
Fax: (907)443-2085

## Job Vacancy Notice

### Administrative Assistant, HR

#### PURPOSE OF POSITION:

To provide support to the corporate wide recruitment program and support to the Human Resources Department. Will maintain and monitor the area of employee recruitment for all support staff positions. Will assist corporate managers with all recruitment functions essential for providing a service that meets budgetary, legal, regulatory, procedural and policy requirements. Will also assist HR staff with other tasks when requested.

#### EDUCATION AND EXPERIENCE:

High School Diploma or equivalent is required. At least two years of demonstrated administrative/clerical experience in a busy office setting required and experience in Human Resources is preferred. Must also possess skills in database management and record keeping and able to exhibit a high level of confidentiality.

Closing Date: 6/25/10

For an application, detailed job description or more information, please contact:

NSHC Human Resources Department:

Lorlie Shield, HR Recruiter

[lshield@nshcorp.org](mailto:lshield@nshcorp.org)

(907)443-4530

907-443-2085 fax

[www.nortonsoundhealth.org](http://www.nortonsoundhealth.org)

*NSHC will apply Alaska Native/American Indian (under PL 93-638), EEO, and Veteran Preferences. To ensure consumers are protected to the degree prescribed under federal and state laws, NSHC will initiate a criminal history and background check. NSHC is a drug free workplace and performs pre-employment drug screening. Candidates failing to pass a pre-employment drug screen will not be considered for employment.*