



NORTON SOUND HEALTH CORPORATION

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

Job Vacancy Notice

ADMINISTRATIVE OFFICE ASSISTANT

PURPOSE OF POSITION:

To provide high level administrative support to the Project Manager to manage conceptual development, funding, preliminary, and detailed engineering, fabrication, construction and to work with the organization's representatives to achieve project objectives.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. Experience in the design/construction industry and/or an associate degree from an accredited college or University is preferred. Must have a valid driver's license. Four years of demonstrated administrative experience in a responsible and confidential work setting required. Experience in construction setting preferred with an emphasis on administration duties to assist management personnel.

Closing Date: 7/12/2010

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

NSHC Human Resources Department:
Lorlie Shield, HR Recruiter
lshield@nshcorp.org
(907)443-4530
907-443-2085 fax
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.