



CHUGACH ELECTRIC ASSOCIATION, INC.

Job Opportunity

Personnel Assistant

Summary

This position provides administrative and technical support to the Human Resources Department. This is a non-exempt position which reports directly to the Vice President of Human Resources.

Required Experience & Education

Three to five years of progressively responsible administrative work experience required, preferably in a human resources office environment. Experience must include use of word-processing and spreadsheet software, report preparation, file maintenance, reception of visitors and answering of telephone calls.

Job Knowledge, Skills & Abilities

- Working knowledge of office procedures, including filing, correspondence preparation, English grammar, composition, spelling, punctuation and document processing.
- Knowledge of basic HR policies, procedures, rules and terminology.
- Ability to type 40 WPM with accuracy.
- Ability to operate office machines and personal computer.
- Ability to deal with all applicants and visitors in a friendly professional manner.
- Ability to identify sensitive or confidential information and abide by confidentiality requirements.
- Ability to communicate clearly, orally and in writing.
- Ability to switch quickly between tasks. Must be able to perform duties under deadline pressure.
- Ability to prioritize routine assignments from Department staff and recognize when to seek assistance from supervisor.

Working Conditions

Standard office environment

We are proud to offer a competitive salary and benefits package including:

- Medical, Dental, Prescription and Vision insurance (Employer Paid)
 - Basic Life Insurance
 - Air Travel Accident Insurance
 - Employee Assistance Program
 - 401(k) Plan, Flexible Spending Accounts
 - Short-term and Long-term disability coverage
 - Generous Paid time off and Holidays
 - Employee activities and wellness program
 - Defined Benefit Pension (Employer paid)
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Salary: DOE

Chugach Electric Association, Inc. is Alaska's largest electric utility. We provide power throughout the Railbelt, home to nearly three-fourths of Alaska's population. Our mission is "through superior service, safely provide reliable and competitively priced energy".

Please apply on-line at www.chugachelectric.iapplicants.com with resume and cover letter by **March 20, 2009**.

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www.chugachelectric.com

If you need assistance with the application process, please call 907-762-4428.

An Equal Opportunity Employer for All