



---

## JOB DESCRIPTION

**Position Title:** Administrative Office Assistant

**Reports to:** Compliance Director/Office Manager

**Job Status:** Full-Time Regular (30 hours/week with flexibility)

---

### Position Summary

Primary duties are to provide administrative support services to Leisnoi, Inc. as required or requested. The position may provide similar services for companies with which Leisnoi, Inc and its subsidiaries who may have a contract.

---

### Major Duties

*The following duties are intended to provide a representative summary of the major duties and responsibilities and ARE NOTE intended to serve as a comprehensive list of all duties. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties as other duties assigned.*

#### Administrative Support

- Answer telephones, process incoming and outgoing mail, schedule meetings, and develop office efficiency as necessary;
- Compose, edit, compile and format any types of documents such as preparation of correspondence, newsletters, minutes, reports, manuals, and spreadsheets;
- Prepare corporate publications, promotional materials, and various reports, as needed;
- Plan logistics for meeting and event for Annual Meetings, Boards of Directors, and Committees of the Board, and Subsidiaries including facility, catering, and materials;
- Maintain accurate and professional governance documentation for Board of Directors, Committees of the Board, and Subsidiaries including taking minutes and drafting resolutions by attending meetings;
- Maintain company website;
- Perform meeting follow-up tasks such as updates to draft agenda and correct previous meeting minutes as required; maintain minutes and resolution binders;

- Provide support for accounting functions including reviewing and verifying accounts payable invoices and statements and coordination of collecting weekly timesheets;
- Maintain professionalism and efficiency, including responsibility for all scheduling, calendaring, files, databases, subscriptions, memberships and staff & Board travel arrangements;
- Track Board of Directors meeting attendance and fees and reconcile expense reports for review and approval by CEO.

### **Office Management**

- Maintain a professional and efficient office environment, including office equipment, office access, and security systems;
- Be the purchasing agent for the corporation for office supplies;

### **Shareholder Records**

- Plan, coordinate, produce and distribute all Shareholder communications and mailings, including newsletters, updates, supplements, flyers, reports, email communications, and announcements;
- Promote good Shareholder relations by providing information, referrals, answering correspondence, and resolve issues when presented;
- Support Shareholder events such as informational meetings and annual meetings;
- Assist with strategies and outreach programs.

### **Corporate Records**

- Assist Compliance Director to manage records inventory according to the approved records retention schedule;
- Assist to maintain corporate records and governance compliance, including compliance with bylaws, requirements associated with Shareholder meetings, annual meetings, stock transfer rules, election rules, and other required governance.

---

## **SKILLS & ABILITIES**

- Ability to make decisions, solve problems, and exercise good judgment.
- High ethical standards and ability to maintain strict confidentiality is required.
- Superior organizational, follow-up, and detail-oriented skills.

- Must be able to manage multiple projects and deadlines.
- Work independently, work in a team environment, and work with minimal supervision.
- Ability to work as a constructive member of a team.
- Excellent interpersonal and communication skills; ability to work effectively and cooperatively with management and staff, as well as outside business associates; exhibit a professional manner in dealing with others.
- Knowledge of Alaska Native culture.
- Must be culturally sensitive and be able to relate and interact with all Shareholders.
- Manual dexterity to operate computer keyboard and standard office equipment.
- Ability to work in excess of 40-hour work week, if needed.

---

### QUALIFICATIONS & EXPERIENCE

- Associates degree or higher preferred.
- 5-7 years of progressive administrative experience.
- Excellent oral and written communication skills.
- Excellent organization skills and detail-oriented.
- Required to pass random urinalysis tests.
- Ability to provide a clean criminal history/background check.
- Strong computer skills with high proficiency with the Microsoft Office Suites and Adobe products.
- Must be able to lift a minimum of 35 pounds.
- Valid Driver's License. Able to qualify as an authorized driver under the Corporation's established auto and insurance policy requirements.

---

### APPROVAL

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_