



NORTON SOUND HEALTH CORPORATION

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

Job Vacancy Notice

Executive Assistant

PURPOSE OF POSITION:

To provide high level executive support to the President/CEO. Duties include, but are not limited to: scheduling appointments, drafting correspondence, compiling and processing various reports, recording and transcribing meeting minutes, maintaining corporate, division and other files pertaining to the President/CEO and Administration.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. Associate degree from an accredited college or University is preferred.

Registration/Certification: None required.

Experience: Four years of demonstrated administrative clerical experience in a responsible and confidential work setting required.

Date:

Closing Date:

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.