

**COOK INLET REGION, INC.**  
**JOB DESCRIPTION**

**Position:** Human Resources Assistant, Subsidiary Operations  
**Department:** Administration  
**Reports To:** Manager, Human Resources & Corporate Services  
**FLSA Status:** Non-Exempt

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***Supervises***

None

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***General Function***

Provides human resources support for CIRI's subsidiary operations, including recruitment, employee processing, data entry, and maintenance of personnel files. Proactively assists with projects while maintaining a high level of attention to detail, professionalism, and confidentiality. Provides back-up to the cross-functional Human Resources team.

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***Major Activities (Typical Duties/Responsibilities)***

- Organizes the employee recruitment process to ensure positions are filled in a timely manner; establishes and maintains relations with outside agencies and recruiter sources to enhance recruitment effort; maintains network of contacts to help identify qualified candidates; makes changes to job descriptions as necessary; writes and places job announcements; accepts resumes; generates recruitment, new hire, and declination correspondence; maintains recruitment records and database.
  - Ensures all new hire, status change and terminated employee information is accurate, complete and processed in a timely manner; coordinates with multiple sites to collect all required documents.
  - Coordinates the background check and E-Verify process, and ensures proper information is processed in a timely manner.
  - Inputs employee information into the payroll system in a timely and accurate manner.
  - Creates an organized personnel folder for each employee and ensures appropriate documentation is filed accurately and timely.
  - Updates employee information as necessary to keep databases and personnel files current.
  - Assists with processing unemployment and employment verification requests.
  - Assists with employee development and training programs.
  - Assists with other duties and projects as necessary.
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***Skills/Abilities***

- Excellent interpersonal skills and professional demeanor; ability to work effectively and cooperatively with all levels of management and staff, affiliated-company employees, and outside business associates.
  - Good understanding of general human resources principles and practices.
  - Must be a self-starter capable of managing competing priorities and multiple tasks.
  - Ability to work independently with minimal supervision, as well as a team environment.
  - Ability to make decisions, solve problems and exercise good judgment.
  - Ability to produce accurate work under pressure and adhere to strict deadlines.
  - Must have excellent organizational and follow-up skills and be detailed oriented.
  - Effective oral and written communication skills, including thorough knowledge of proper grammar, advanced vocabulary, spelling, editing, and proofreading skills.
  - High degree of sensitivity regarding confidential employee information.
  - Good understanding of company policies, procedures, and benefit programs.
  - Proficient using industry-standard computer software and databases.
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***Minimum Experience***

Some college education in human resources or business and three years progressively responsible related experience; or any combination of education and experience that provides the required skills, knowledge, and abilities. Previous experience in a human resources role preferred.

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***Required Contacts***

- CIRI executives, management and staff
  - Executives, management and staff of CIRI subsidiaries, wholly-owned and affiliated non-profit companies
  - Management and staff of other businesses including ANCSA corporations
  - Local, state and federal government agency representatives and staff
  - Members of the public, business and human resources communities
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***APPROVAL***

***Incumbent:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Supervisor:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_