

Bristol Bay Telephone Cooperative (BBTC)
Administrative Assistant / Regulatory Specialist
Immediate opening

The Administrative Assistant / Regulatory Specialist (AARS) generally serves as support staff for telco management and primary organizational representative for State and Federal Regulatory compliance. The AARS provides routine and confidential secretarial and clerical assistance to management, board of directors and department staff. The AARS serves as marketing person, webmaster and may also serve as receptionist.

Specifically, the AARS:

- Coordinates with State and Federal Regulatory agencies and industry consultants;
- Prepares and distributes all customer information materials, including forms, flyers, billing stuffers, company newsletter and other advertising materials;
- Provides backup support to customer service department as required, including answering incoming calls, greeting visitors, accepting deliveries, and routing staff messages;
- Prepares and files correspondence; assists in preparation of contracts and other documents required for sale/lease of telco equipment and properties;
- Operates PC and other office equipment; responsible for upkeep and repair of business machines, PC, and copier, including ordering supplies and calling for repair;
- Maintains stock of office, janitorial and kitchen supplies and reorders when needed;
- Creates ads for cable TV and manages advertising schedule;
- Maintains company website as needed;
- Plans and coordinates internal company events;
- Picks up mail from post office; sorts and distributes mail;
- Maintains leave calendar and appointment records;
- Provides support for board of directors; prepares board packets prior to meetings; attends monthly board meetings; takes minutes of meetings and transcribes them; maintains board records; coordinates board activities and travel;
- Manages scholarship programs;
- Establishes general filing system for safekeeping of corporate records, contracts, personnel documents, etc.; maintains complete confidentiality of records;
- Oversees group health plan, retirement plan and worker's compensation; handles

- HR duties for incoming and outgoing employees;
- Plans annual meeting and all necessary logistics; orders prizes; travels to meetings and takes minutes; transcribes minutes and maintains records of meetings;
 - Makes travel arrangements, as requested, for management, board and employees; and
 - Uses effective office procedures and recommends improvements.

Personnel Specifications

Education/Experience

Knowledge and skills usually acquired through education/training in administrative or general business skills and at least two years of related work experience.

Job Knowledge

Expertise with business English and composition and appropriate computer software. Understanding of company administrative policies and procedures, rural telephone terminology, and subscriber concerns.

Related Skills

Ability to operate office machines and personal computer; proficient in word processing, desktop publishing, photo/image and spreadsheet software. Pleasant and efficient telephone manner. Ability to maintain close working relationship with office staff and other departments. Attention to detail, and ability to maintain complete confidentiality of telco records. Ability to work independently with self-directed priorities.

Position Relationships

The AARS reports to the CEO/GM.

Internal

Maintains cordial relationship with other staff.

External

Communicates with subscribers on a wide variety of questions and problems. Communicates with community as a whole on service questions. Coordinates with vendors, suppliers, and other industry/regulatory personnel for General Manager.

Salary/Benefits:

Salary commensurate with experience.

Job Opening:

Position will remain open until filled.

Location:

King Salmon, Alaska.

Please forward resume in confidence to:

CEO/GM
Bristol Bay Telephone Cooperative
Box 259
King Salmon, Alaska 99613
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Fax: 907-246-1115