



AlasConnect provides full service IT support and Data Center Services to numerous public and private clients throughout the State of Alaska. Partnered with many industry leaders, we offer only the highest quality products and services.

Business Operations Specialist

Part-time, non-exempt

POSITION REQUIREMENTS

- Coordinate assigned business functions in specialty areas which may include: accounting, bookkeeping, human resources, office administration, regulatory reporting or procurement
- Assists with human resources functions, including compensation and benefits administration, recruiting, reporting and compliance
- Performs specific bookkeeping tasks and provide backup support for accounting functions
- Operate corporate software and records systems
- Maintain organized corporate records according to established file plans for assigned specialty areas
- Other clerical/administrative duties as assigned

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS

- Knowledge of general business operation principals including basic accounting concepts, human resources or procurement
- Strong skills with Microsoft Office software (Word, Excel, PowerPoint)
- Exceptional follow-through and attention to detail
- Excellent writing skills
- Excellent oral communications skills
- Excellent research and problem-solving skills
- Ability to work within a group and independently
- Ability to effectively manage completing deadlines and tasks

PREFERRED QUALIFICATIONS

- 4-year degree in business administration, accounting, human resources, finance or a relevant field preferred.
- 1-year experience in a professional business setting preferred

Hiring decisions are contingent upon successful completion of background check and drug screening.

It is the policy of AlasConnect not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. This company further agrees to take affirmative action to ensure equal employment opportunities.

AlasConnect will attempt to make reasonable accommodations during the application and/or hiring process for qualified job applicants with known disabilities unless doing so would result in undue hardship for the company.