

JOB TITLE	Records Analyst	LOCATION	Anchorage
TYPE OF POSITION	Full-Time	SCHEDULE	M-F, 8:00 am - 5:00 pm
FLSA STATUS	Non-exempt	REPORTS TO	CEO
SUPERVISES	N/A	DATE POSTED	05.19.23

JOB SUMMARY

Our firm is seeking a high energy professional to join our team and growing company. The Records Analyst is responsible for maintaining company files including client files and providing front office and administrative support. The successful candidate will have exceptional organizational and communication skills and the ability to stay on task.

ESSENTIAL FUNCTIONS:

- Maintain a large filing system for company and clients as well as general and related forms and records.
- Digital and paper filing.
- Maintain supply inventories.
- Receive, screen and route telephone calls and messages.
- Take and communicate clear, accurate messages in a timely manner.
- Greet visitors.
- Create, update, and maintain internal records and other records/data.
- Maintain company calendars.
- Maintain office inventory and supplies.
- Coordinate internal events and meetings.
- Provide administrative support to senior management.
- Provide technical coordination, support, and confirm setup for new accounting clients.

REQUIRED SKILLS:

- Strong interpersonal skills, verbal, and written skills.
- Strong time management, organizational and project management skills with attention to detail.
- Possess a strong work ethic and work well under pressure.
- Demonstrated ability to work independently while maintaining efficiency and accuracy.
- Considerable knowledge of clerical and administrative practices required to coordinate a central records system.
- Considerable knowledge of the policies and procedures of the company and our clients.
- Ability to establish and maintain complex clerical records.
- Ability to establish and maintain effective, positive working relationships with employees, clients, and the public.

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- Ability to recognize and maintain the confidentiality of records.
- Skill in operating office equipment and/or software such as multi-line telephones, copy machines, Microsoft Office Suites Programs, and Apple equipment.
- Ability to make travel arrangements for staff as needed.
- Must possess a valid Alaska driver's license and vehicle.

PREFERRED QUALIFICATIONS:

- Experience and understanding of rural Alaska communities.
- Experience with creating, monitoring, and responding to content on social media platforms (e.g., Facebook, Instagram, LinkedIn, etc.).
- Experience with email marketing platforms e.g., MailChimp, Constant Contact, etc.).
- Basic IT knowledge for troubleshooting Mac issues, PC issues, copier issues, and updating software.

EDUCATION AND EXPERIENCE

- High school diploma or GED.
- A minimum of five (5) years general administrative office experience.
- A minimum of three (3) years experience providing customer service.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS: The work is generally sedentary, requiring routine walking, standing, bending, and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION: It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

We offer generous paid holidays, paid time off, medical/dental/vision, Aflac, parking and matching 401k. Full time employees are paid 40 hours for a 37 hour work week.