

Vacancy Announcement

DATE: February 12, 2010
TO: All Interested Applicants
FROM: Human Resources
RE: Vacancy Announcement/Tele-recruiter

CLOSING DATE: Open Until Filled

This is a recruitment for part time a Tele-recruiter. This position will be located in Anchorage.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Professional oral communication skills; basic computer abilities to include word processing and data entry. Detail oriented with the ability to prioritize multiple tasks. Able to work with minimal supervision in a public setting with multiple employees and distractions.

MINIMUM REQUIREMENTS: Contact potential volunteer donors by telephone to encourage and schedule blood donations; inform donors about new blood related medical issues and respond appropriately to questions. Keep updated on donor requirements and upcoming blood drives. Maintain knowledge of changing blood regulations; verify filing systems of donor records. This position will have a primary focus of making appointments for a designated fixed site or mobile team but will also direct donors appropriately to upcoming blood drives or a more appropriate collection site if needed.

WORKING CONDITIONS: Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT EMPLOYMENT APPLICATION TO THE BLOOD BANK OF ALASKA, HUMAN RESOURCES OFFICE, 4000 LAUREL STREET, ANCHORAGE, AK PHONE 222-5600, FAX 222-5683. EMPLOYMENT APPLICATIONS ARE AVAILABLE AT HYPERLINK "<http://www.bloodbankofalaska.org>"

Blood Bank of Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with the Blood Bank of Alaska depends solely on your qualifications.