

Vacancy Announcement

DATE: March 8, 2010

TO: All Qualified Applicants

FROM: Human Resources

RE: Vacancy Announcement/Receptionist

CLOSING DATE: Open Until Filled

LOCATION: Anchorage

This is a recruitment for a part time Receptionist located at the Anchorage main center. This position will work three days per week, with schedule to be determined. Must have flexibility to work any day of the week, with potential for variation in days worked each week.

MINIMUM QUALIFICATIONS: High School Diploma or GED. Professional oral and written communication skills; computer abilities to include word processing and data entry. Must be very detail oriented with the ability to prioritize multiple tasks and process time-sensitive material. Able to work with minimal supervision in a public setting with multiple employees and distractions. Must be able to follow written procedures.

MINIMUM REQUIREMENTS: Provide excellent customer service to all donors and guests. Greet and register donors promptly; direct them to the appropriate person. Greet visitors, answer the phones in a professional manner, route calls promptly, take and forward messages as necessary. Complete clerical/word processing work as assigned. Provide additional administrative support as necessary to Collections staff. Remain in the reception area during normal hours of operation. Keep reception and donor waiting area neat and organized, all supplies stocked. Must maintain donor and employee confidentiality at all times. Handwriting must be legible and recording of information must be exact.

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 AND COMPLETE EMPLOYMENT APPLICATION TO THE BLOOD BANK OF ALASKA, HUMAN RESOURCES OFFICE, 4000 LAUREL STREET, ANCHORAGE, AK FAX 222-5683. EMPLOYMENT APPLICATIONS ARE AVAILABLE AT www.bloodbankofalaska.org. NO PHONE CALLS PLEASE.

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.