

# THE SALVATION ARMY ALASKA DIVISION

“Doing the Most Good” is the Salvation Army’s distinct identifiable message. It is a promise we make to all--- contributors, clients, associates, and officers. It is also a promise to our employees to do the most good by offering a greater sense of purpose in their work, by providing training and mentoring opportunities, and by offering pay and benefits that allow employees and their families to feel secure in their futures.

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## POSITION VACANCY ANNOUNCEMENT

### Human Resources Specialist

**Date Posted: 6/9/2014**

**Closing Date: Open Until Filled**

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The Salvation Army Human Resources Department is seeking a Human Resources Specialist to prioritize, organize, and process assignments effectively. The employee demonstrates proficiency in general administrative office procedures and computer operations, possesses excellent interpersonal and communication skills, and is able to relate in a positive and compassionate manner to others. The position is primarily responsible for the recruitment and employment process, assists with employee related events and special projects, and prepares routine reports as assigned or special reports as requested.

#### **Minimum Qualifications:**

1. High school diploma or equivalency; additional college level training in business and/or human resources preferred; Professional certification in Human Resources desired
2. Four years of responsible administrative experience with emphasis in personnel and employment
3. Ability to plan and organize work and to prepare professional correspondence ensuring proper use of grammar, spelling, and punctuation; proficiency with Microsoft Office Suite including Word Processing, Excel, and PowerPoint; HRIS experience preferred
4. Skill in establishing and maintaining effective working relationships with employees, officers, organizations, and the public
5. Ability to maintain strict confidentiality requirements associated with personnel files and employee information
6. Current Alaska driver’s license with acceptable driving and criminal history records

To apply for this position, please visit our website, [www.salvationarmy.org/alaska](http://www.salvationarmy.org/alaska) fill out the application, and fax it to 907/276-2612. Please attach your resume or CV to the completed application form. If you need assistance or accommodation to apply for this position, please contact Human Resources at 907/339-3436.

The Salvation Army is an Equal Opportunity Employer



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