

**HUMAN RESOURCES GENERALIST
FAIRBANKS, AK**

UTILITY SERVICES OF ALASKA, INC
Providing administrative support to
CUC and GHU

The primary responsibilities of this position are to provide human resources (HR) support including, but not limited to, employee relations, hiring, company policies and procedures, and achieving HR objectives. This position is under the direct supervision of the HR Manager.

Minimum qualifications:

- Bachelor's degree in Human Resources Management or Business preferred. Prior customer service experience in a business office environment.
- One (1) to three (3) years of human resources generalist experience including experience in human resources and employment law and regulations; recruitment and selection; and employee relations.
- Two (2) to three (3) years of business/accounting experience.
- Previous experience with regulated utility a plus.
- Previous HR experience in a union environment a plus.

Exposed to normal office environment. Will sit for long periods of time and use computer, keyboard and screen on a regular basis. Position requires a minimum of 40 hours per week (normal office hours are 8:00 a.m. to 5:00 p.m., Monday-Friday). May require announced and unannounced overtime work and be able to respond accordingly during non-work hours or emergencies. Pay DOE/excellent benefit package includes pension plan, 401(k), health insurance, vacation and holidays.

Please send resumes to the Human Resources Department at 3691 Cameron Street, Suite 201, Fairbanks, AK 99709. Email to usainfo@akwater.com or fax to 907-479-2699.