



NOTICE OF JOB OPENING

Anchorage Business Process Specialist

OPENS: 01/02/2012
JOB STATUS: Non-Exempt-Full Time

CLOSES: When Filled
STARTING SALARY: DOE

JOB DESCRIPTION

The Business Process Specialist will perform as an independent, objective and confidential position that will provide assurance and consulting activities designed to add value and improve Hope Community Resources, Inc. operations. This position will analyze, evaluate and chart business processes to ensure processes are efficient, effective and allow for achievement of business objectives. They will provide examples of new procedures, supported by research and industry standards, to improve work flow and report findings and recommendations to management. This person must be interested in the learning process and thinking outside the box. The Business Process Specialist will maintain loyalty to the organization, its mission, vision beliefs, values and expectations and to the recipients of services.

REQUIREMENTS

EDUCATION: Bachelors Degree in Accounting, Business Administration, Computer Science or related field

EXPERIENCE: 2 years proven experience with business and technical requirements analysis, business process modeling/mapping, methodology development, and data modeling.

- OTHER:**
- Pass a criminal background check under state regulation
 - Have a valid driver license & at least 3 years of driving experience (can include permit time)
 - Provide a driving record that meets agency guidelines

FOR MORE INFORMATION, CONTACT:

Human Resources Recruiter
Hope Community Resources, Inc.
540 W. International Airport Rd
Anchorage, AK 99518
1-800-478-0078
jobs@hopealaska.org