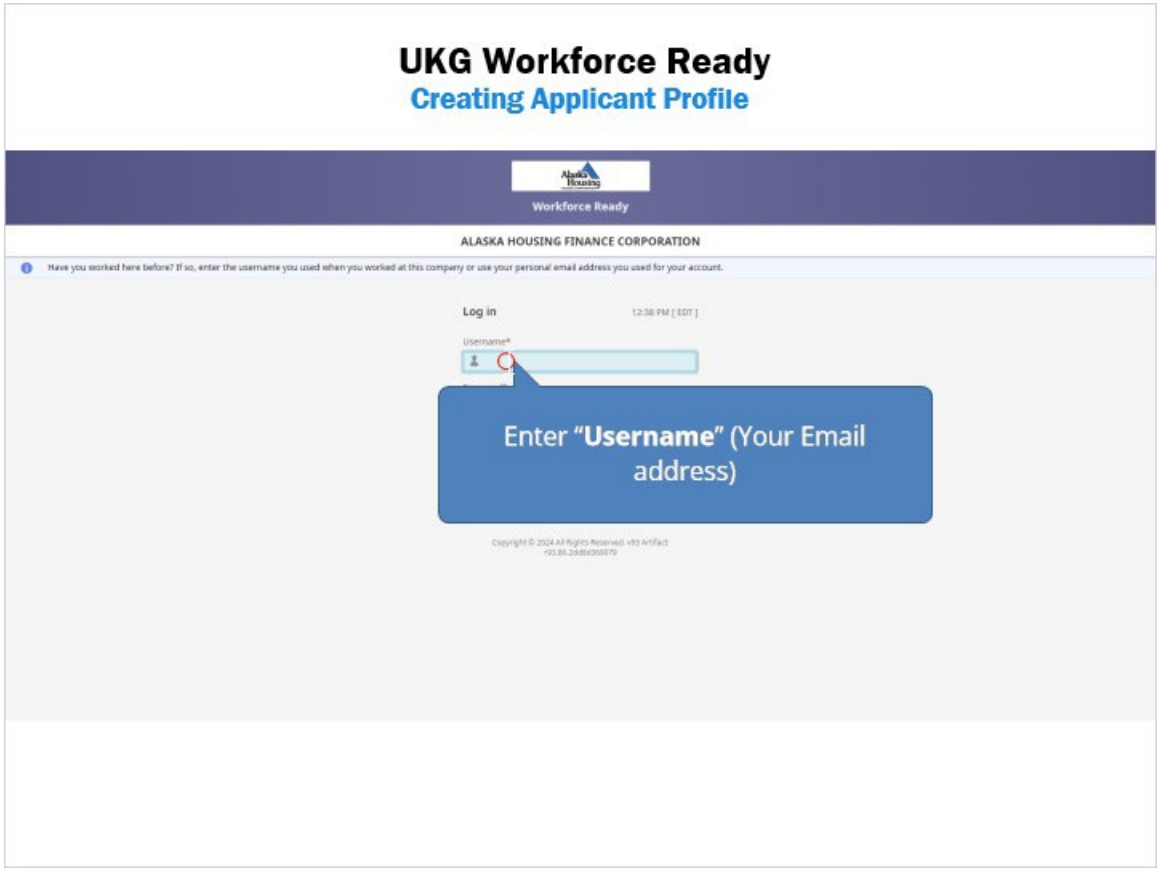
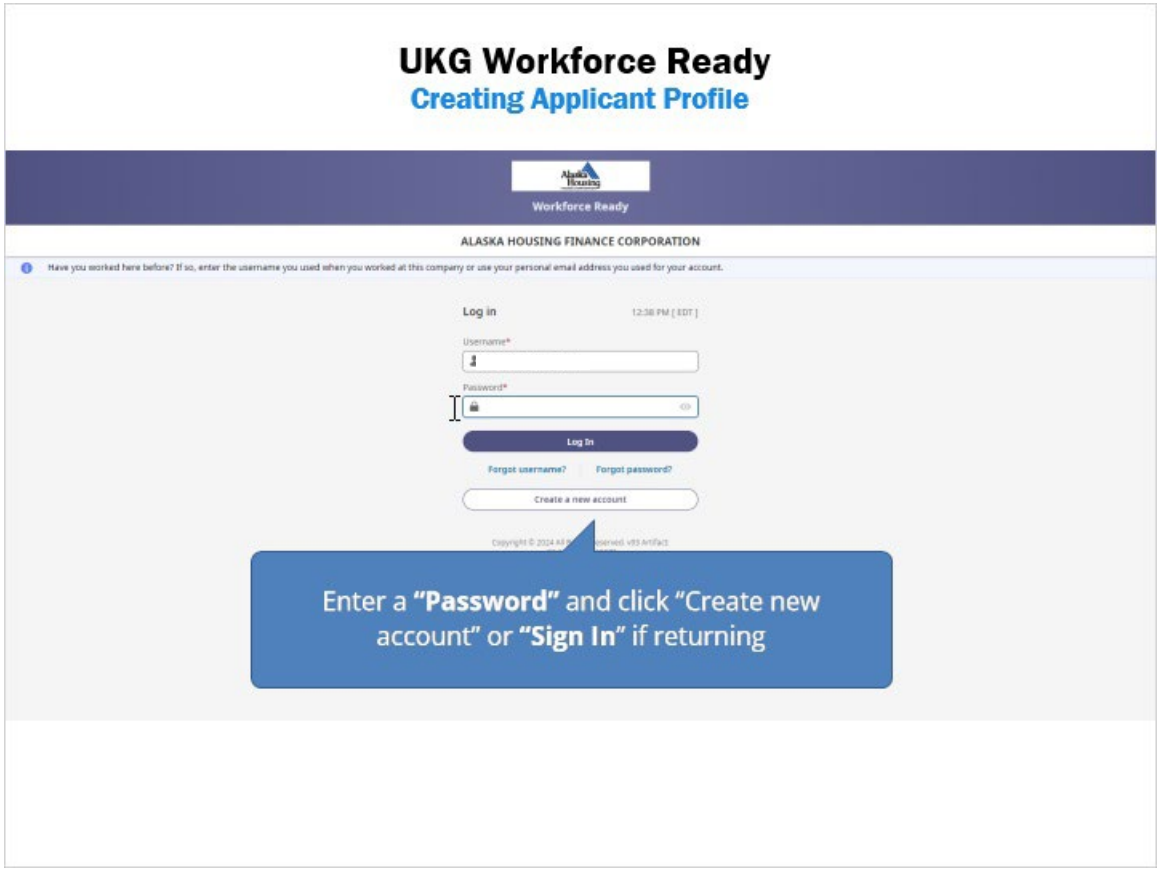
1. My Jobs Portal - UKG Applicant Portal - Find & Apply to Jobs

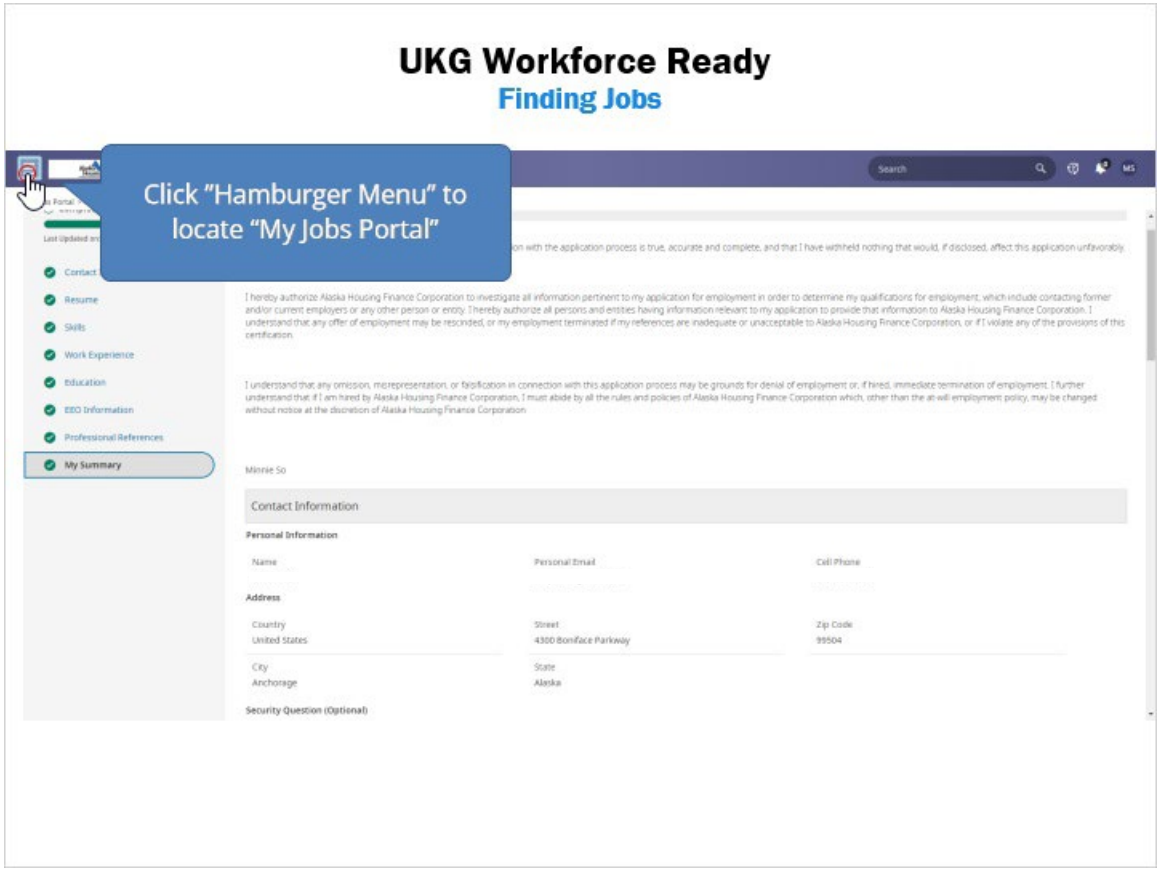
1.1 Enter Username



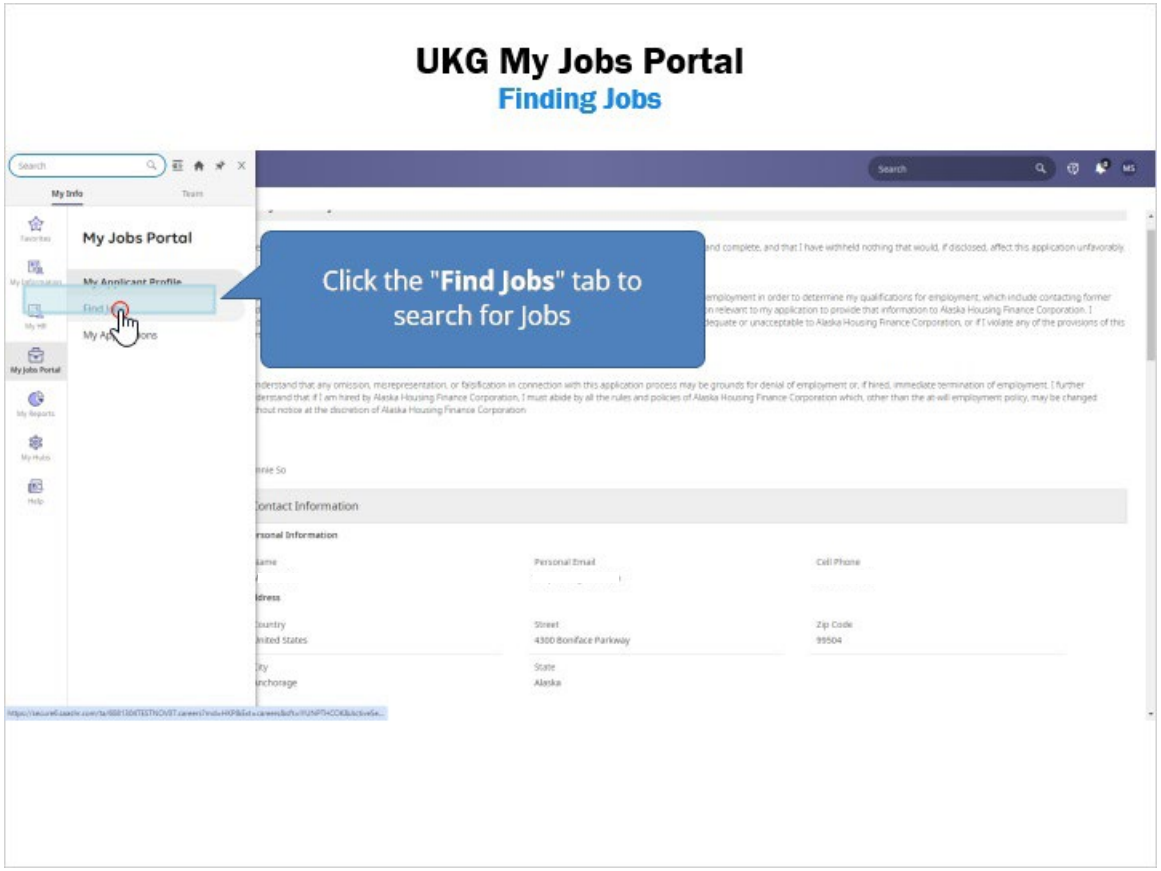
1.2 Enter Password



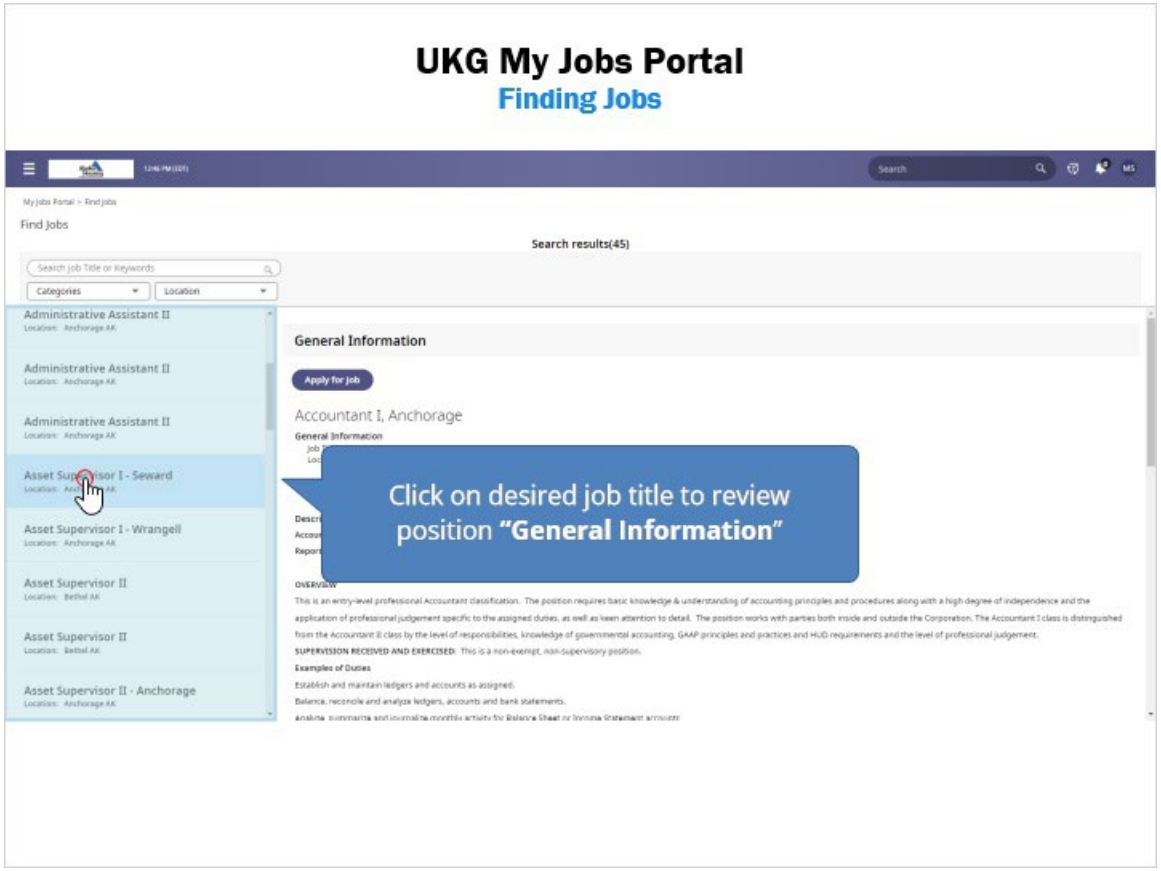
1.3 Hamburger Menu



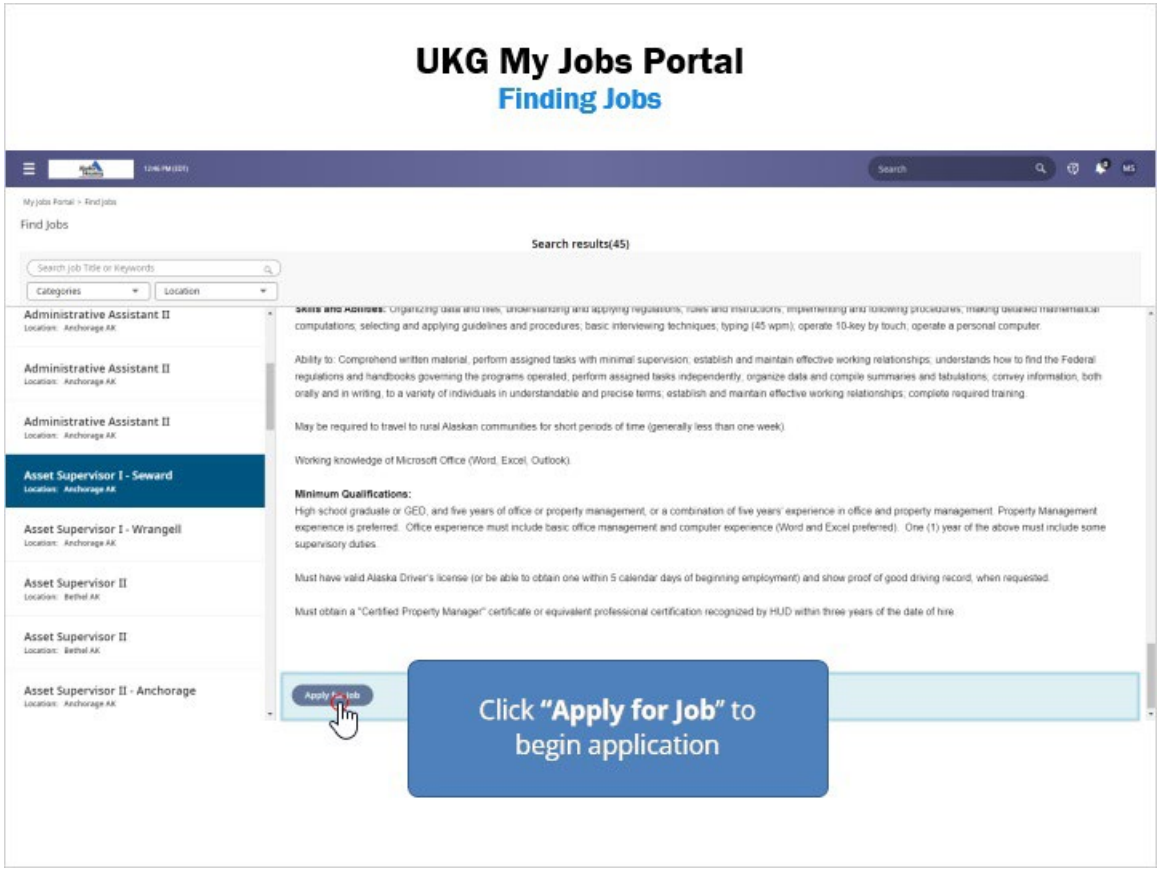
1.4 Find Jobs


UKG My Jobs Portal
Finding Jobs
My Jobs Portal
Click the "Find Jobs" tab to search for Jobs
Contact Information
Personal Email
Cell Phone
Street
4300 Boniface Parkway
Zip Code
99504
State
Alaska

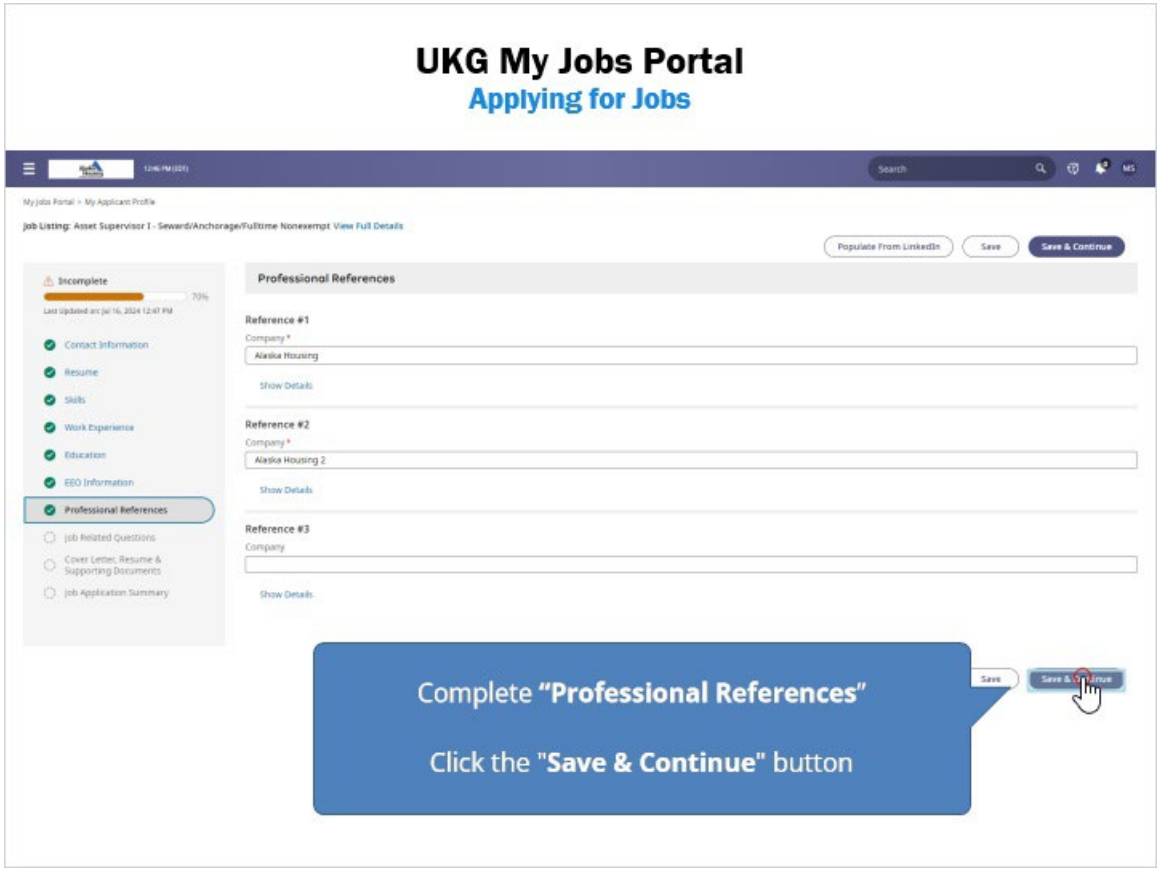
1.5 General Info



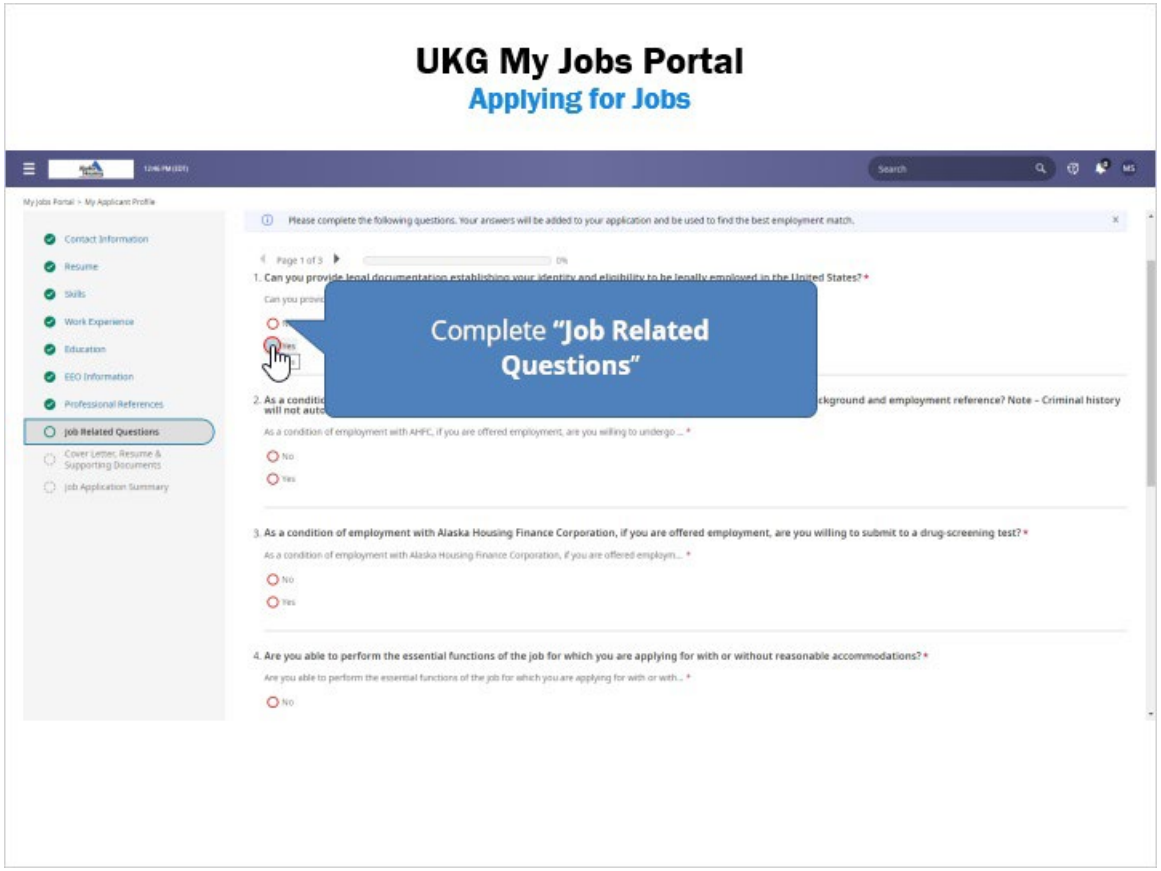
1.6 Apply


UKG My Jobs Portal
Finding Jobs
Search
Find Jobs
Search results(45)
Search Job Title or Keywords
Categories
Location
Administrative Assistant II
Location: Anchorage AK
Administrative Assistant II
Location: Anchorage AK
Administrative Assistant II
Location: Anchorage AK
Asset Supervisor I - Seward
Location: Anchorage AK
Asset Supervisor I - Wrangell
Location: Anchorage AK
Asset Supervisor II
Location: Bethel AK
Asset Supervisor II
Location: Bethel AK
Asset Supervisor II - Anchorage
Location: Anchorage AK
computations; selecting and applying guidelines and procedures; basic interviewing techniques; typing (45 wpm); operate 10-key by touch; operate a personal computer.
Ability to: Comprehend written material, perform assigned tasks with minimal supervision; establish and maintain effective working relationships; understands how to find the Federal regulations and handbooks governing the programs operated; perform assigned tasks independently; organize data and compile summaries and tabulations; convey information, both orally and in writing, to a variety of individuals in understandable and precise terms; establish and maintain effective working relationships; complete required training.
May be required to travel to rural Alaskan communities for short periods of time (generally less than one week).
Working knowledge of Microsoft Office (Word, Excel, Outlook).
Minimum Qualifications:
High school graduate or GED, and five years of office or property management, or a combination of five years' experience in office and property management. Property Management experience is preferred. Office experience must include basic office management and computer experience (Word and Excel preferred). One (1) year of the above must include some supervisory duties.
Must have valid Alaska Driver's license (or be able to obtain one within 5 calendar days of beginning employment) and show proof of good driving record, when requested.
Must obtain a "Certified Property Manager" certificate or equivalent professional certification recognized by HUD within three years of the date of hire.
Apply for Job
Click "Apply for Job" to begin application

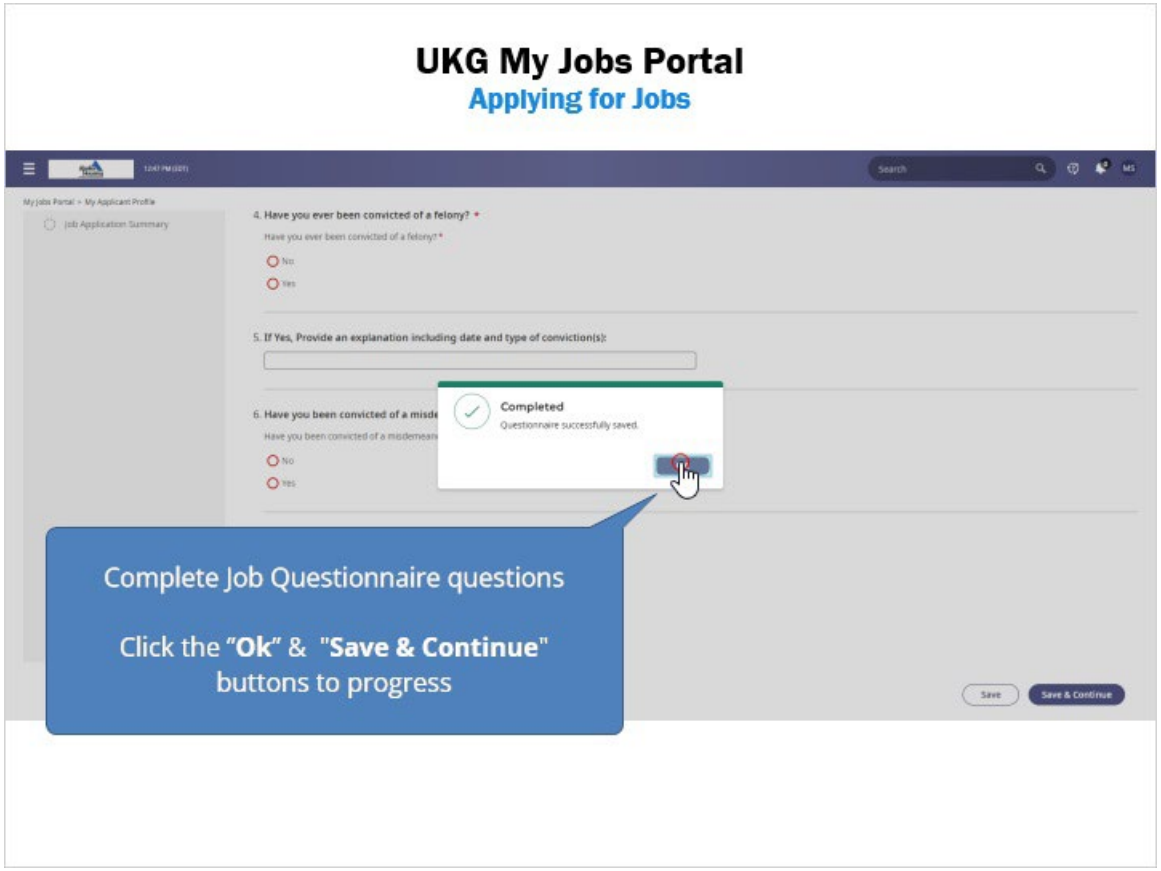
1.7 Professinal Ref



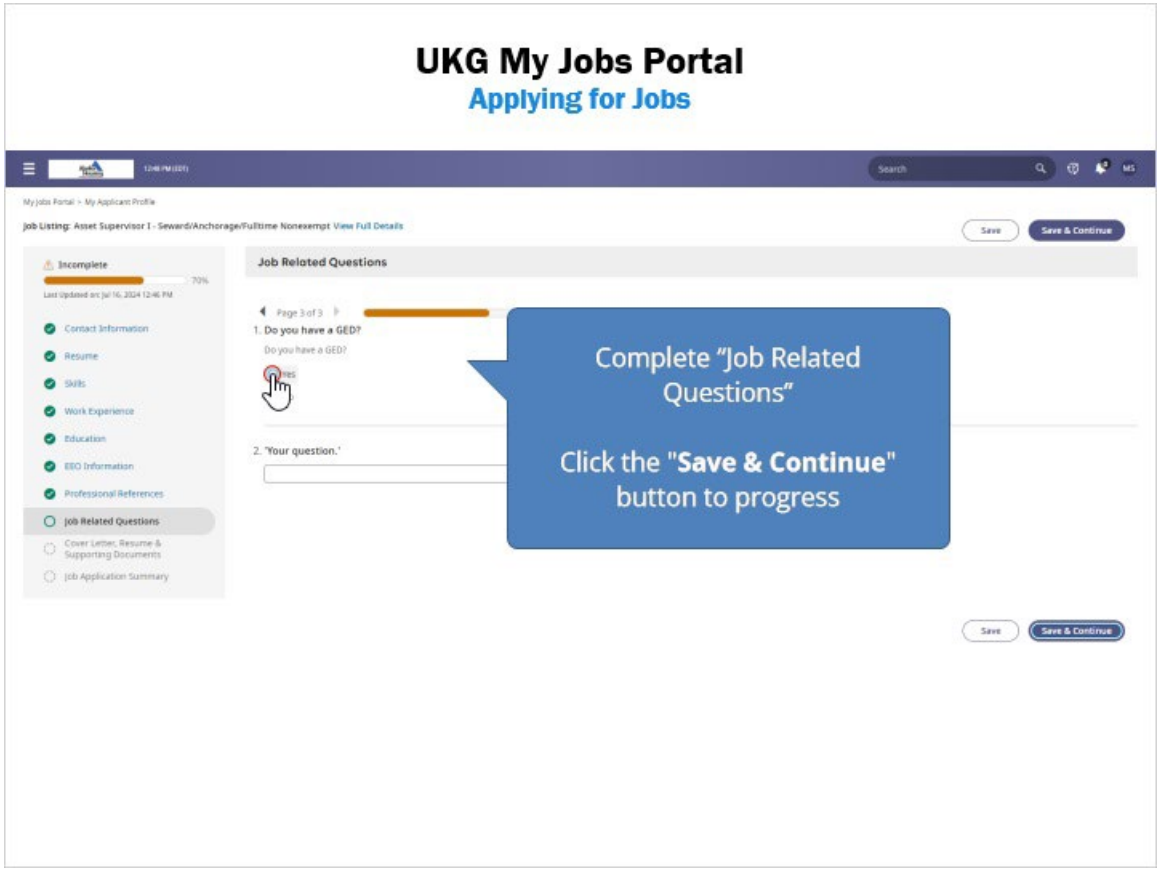
1.8 Job Questions



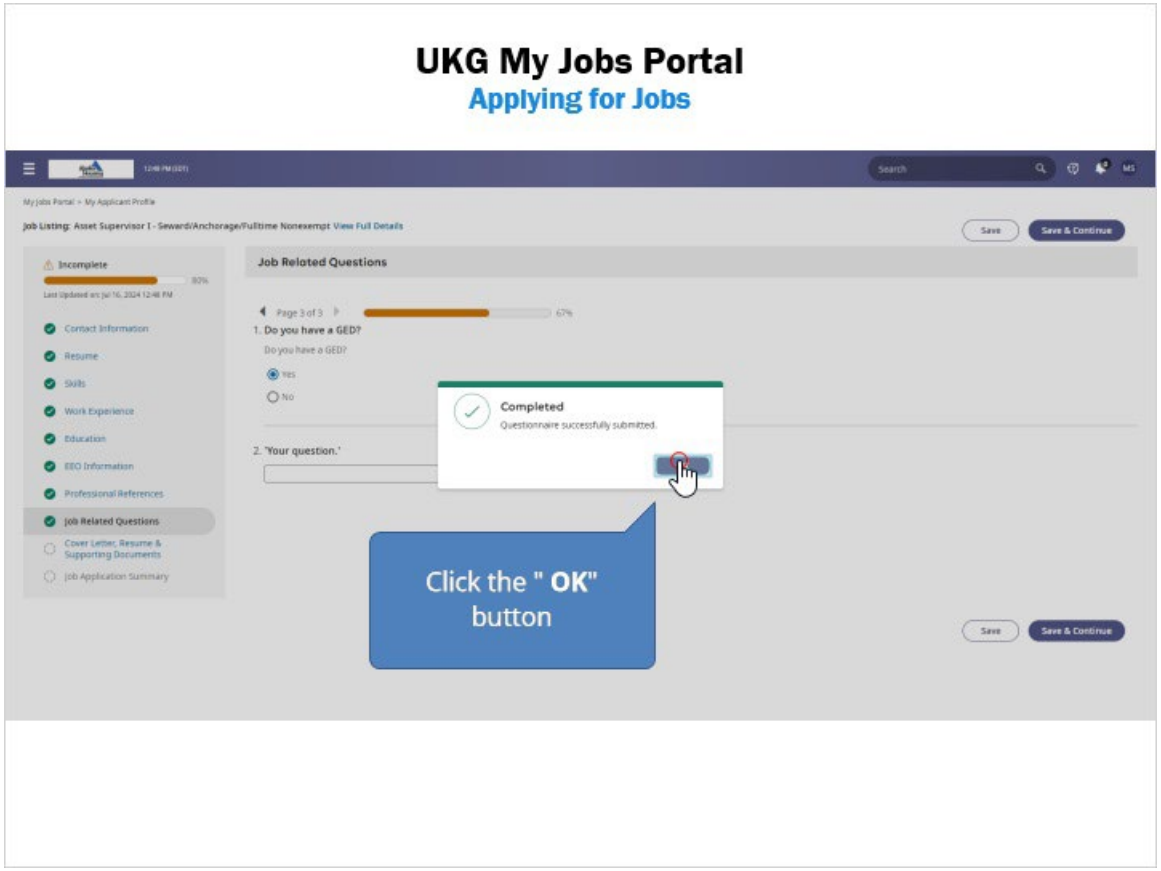
1.9 Job Questionnaire



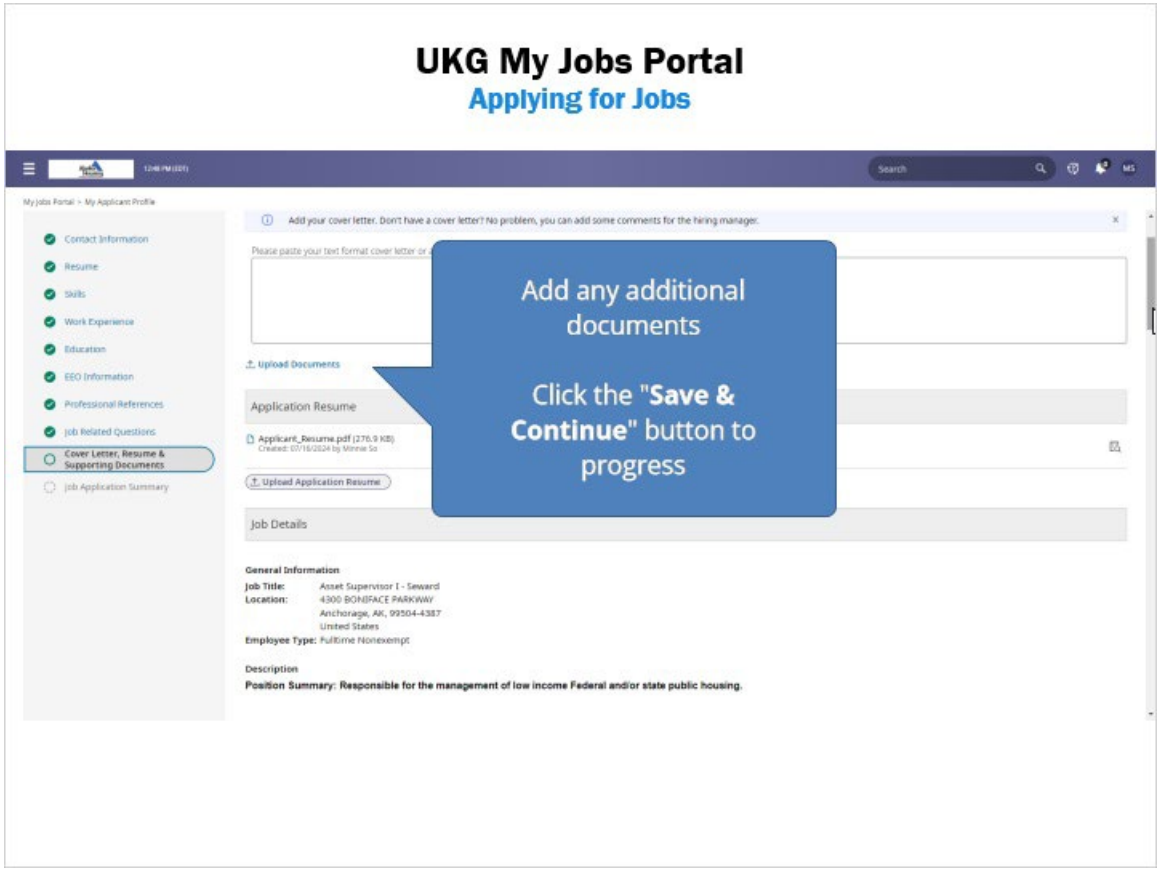
1.10 Job Related Questions



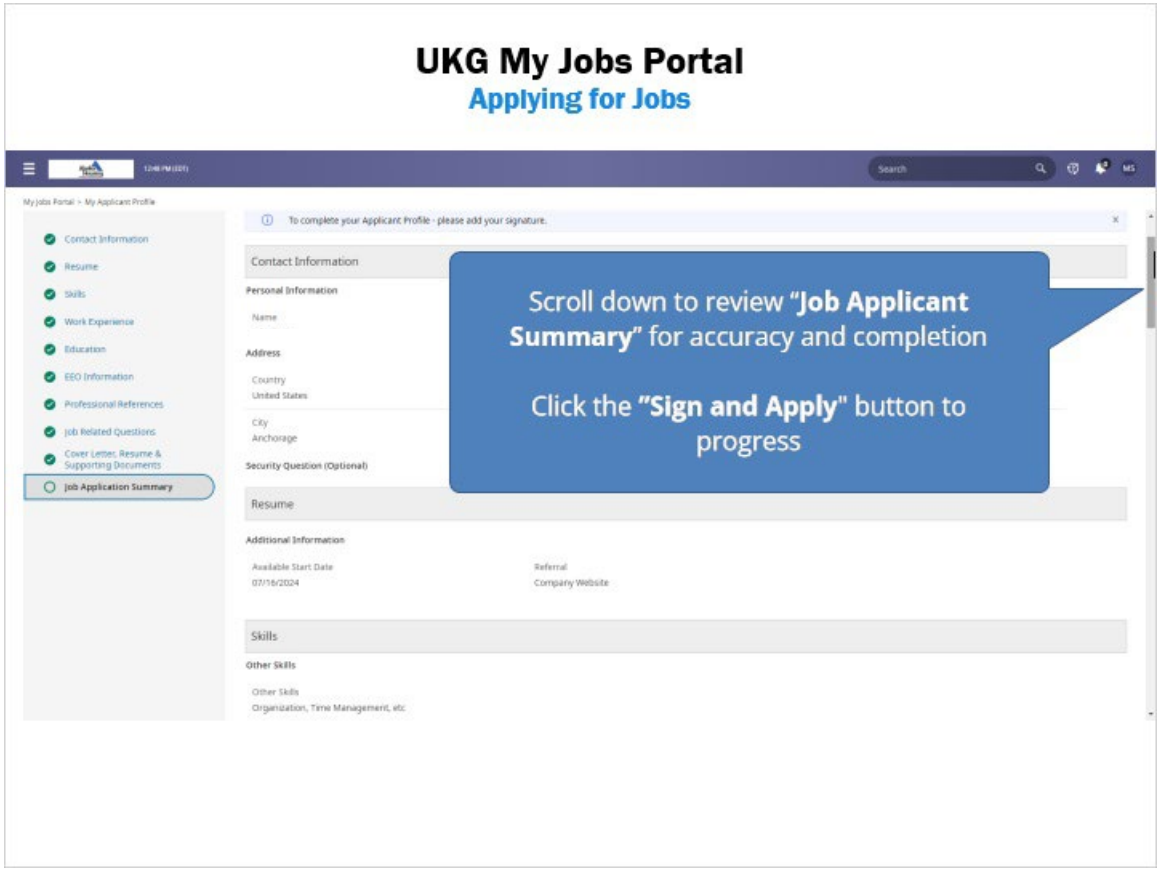
1.11 Ok


UKG My Jobs Portal
Applying for Jobs
Job Related Questions
1. Do you have a GED?
Completed
Questionnaire successfully submitted.
Click the " OK" button

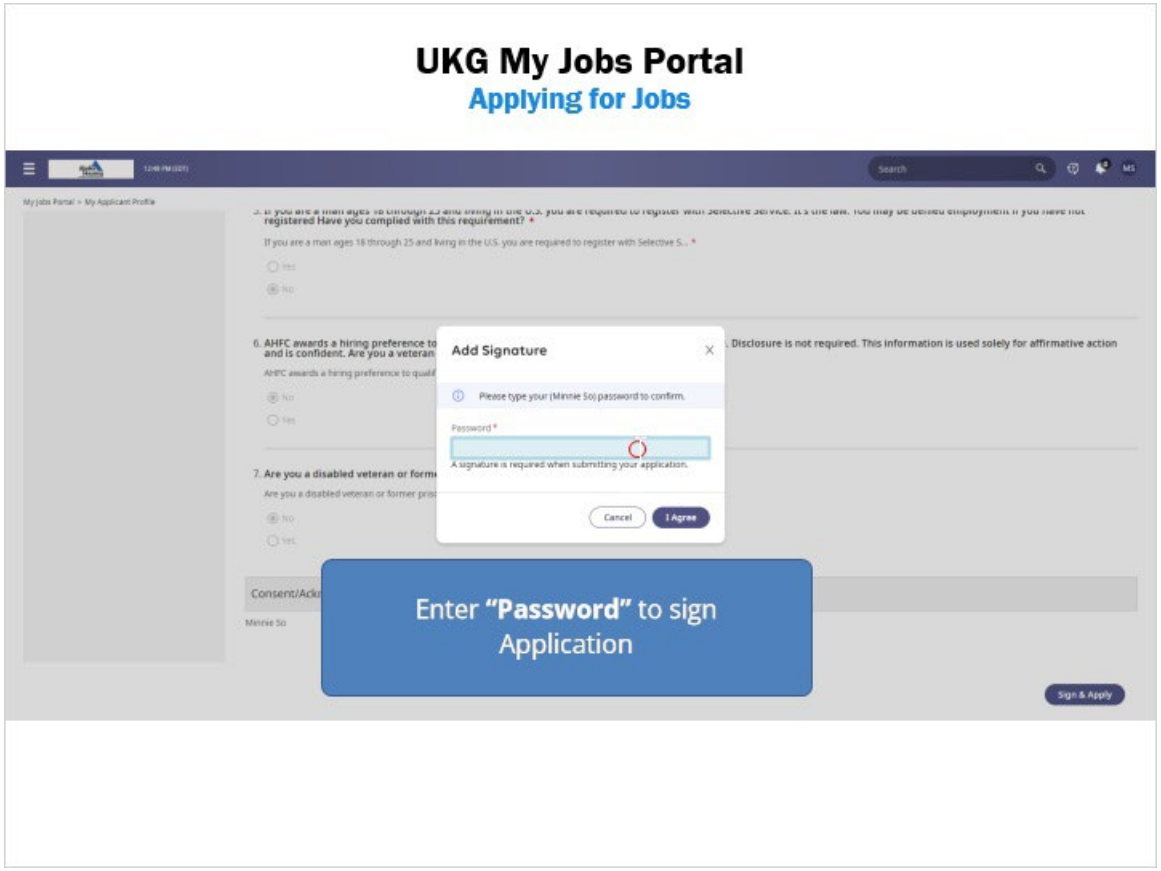
1.12 Additional



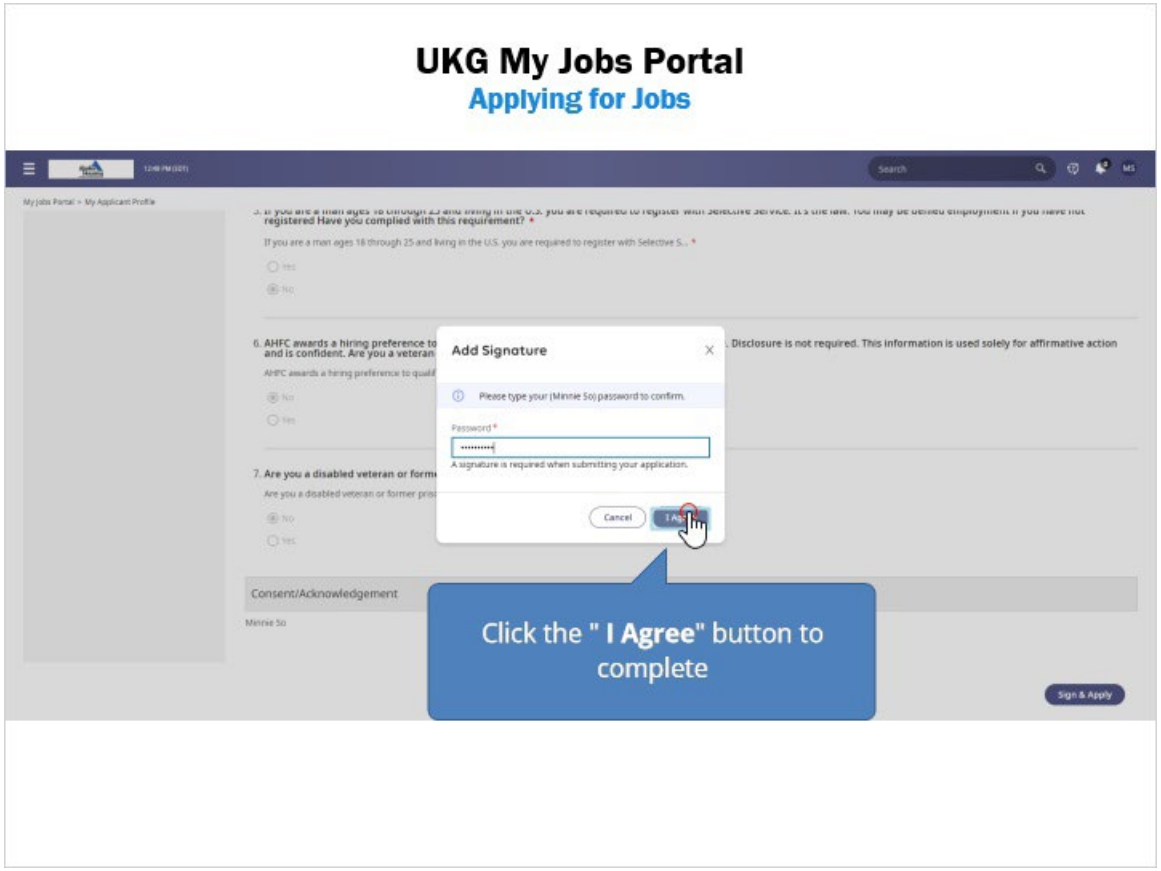
1.13 Summary


UKG My Jobs Portal
Applying for Jobs
Contact Information
Resume
Skills
Work Experience
Education
EEO Information
Professional References
Job Related Questions
Cover Letter, Resume & Supporting Documents
Job Application Summary
To complete your Applicant Profile - please add your signature.
Contact Information
Personal Information
Name
Address
Country
United States
City
Anchorage
Security Question (Optional)
Resume
Additional Information
Available Start Date
07/16/2024
Referral
Company Website
Skills
Other Skills
Other Skills
Organization, Time Management, etc
Scroll down to review "Job Applicant Summary" for accuracy and completion
Click the "Sign and Apply" button to progress

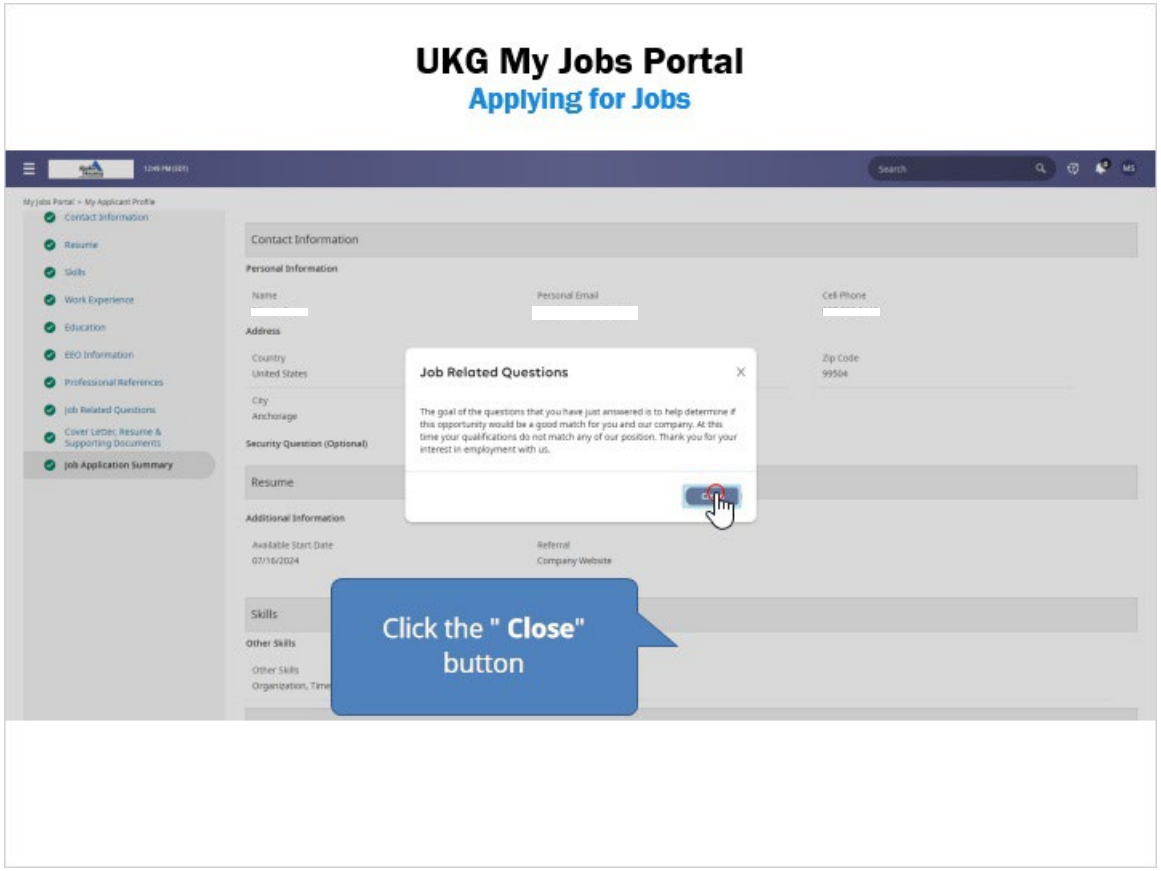
1.14 Password



1.15 Agree


UKG My Jobs Portal
Applying for Jobs
Add Signature
Please type your (Minnie So) password to confirm.
Password *
A signature is required when submitting your application.
Cancel
Consent/Acknowledgement
Click the " I Agree" button to complete
Sign & Apply

1.16 Close


UKG My Jobs Portal
Applying for Jobs
Contact Information
Resume
Skills
Work Experience
Education
EEO Information
Professional References
Job Related Questions
Cover Letter, Resume & Supporting Documents
Job Application Summary
Contact Information
Personal Information
Name
Personal Email
Cell Phone
Address
Country
United States
Zip Code
99504
City
Anchorage
Security Question (Optional)
Job Related Questions
The goal of the questions that you have just answered is to help determine if this opportunity would be a good match for you and our company. At this time your qualifications do not match any of our position. Thank you for your interest in employment with us.
Resume
Additional Information
Available Start Date
07/16/2024
Referral
Company Website
Skills
Other Skills
Other Skills
Click the " Close" button