

FOR CURRENT AHFC EMPLOYEES:

HOW TO APPLY Online:

To log on for the first time:

The link below will take you to the internal Candidate Experience The Username will be the Username in Kronos HR and the Default Password is First Initial+Last Initial+Last 4 of SSN (ex. AB1234).

[Search for jobs](#)



Returning Applicants

Please Sign In

Sign in with your username and password.

This will allow you to track previous applications and will pre-populate future applications with data previously provided. If you are applying from an existing profile, please be sure to review each page carefully in case your application data has changed since your last application.

current kronos
username (ex. ABruce)

* Username:

First Initial+Last 4 SSN
(ex. AB1234)

* Password:

[Forgot your username or password?](#)



Change Your Password



Password Expired

Your password has expired. Please enter a new password.

Details

You can update your account sign in information below. For security purposes, we ask that you enter your current password to make any changes.

* Current Password:

* New Password: (at least 8 characters)

* Re-Type New Password:

* Password Hint:

Save

Password must meet the following:

- Minimum length is 8
- Must contain at least 1 numeric character(s)
- Must contain at least 1 uppercase character(s)
- Cannot be the same as the username
- Cannot be reused within 10 password changes

You will get a confirmation



[Home](#) | [Job Search](#) | [Documents](#) | [Applications](#) | [Saved Jobs](#)

Welcome ██████████ [Sign Out](#)

[Your Account](#)

Welcome to Alaska Housing Finance Corporation



Confirmation

You have successfully updated your password. Please remember this change, as you'll need this new information the next time you access your account.



Jobs You Might Like

Here are some jobs that have been recently added that might interest you:

[Admin Asst II-Courier](#) Anchorage, AK

1-Click Job Searches

See the open jobs at Alaska Housing Finance Corporation using one of these common 1-click searches.

[By Location](#) [By Category](#)

[United States of America](#) (1)

- [Alaska](#) (1)

Keyword Search

Search all jobs by keyword

Search

More Search Options

> [See all open jobs](#)

> [Advanced job search](#)

Job Alerts

Automate your job search with job alerts! You will be notified when new jobs become available that meet your criteria.

> [Learn More](#)



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[Your Account](#)

Admin Asst II-Courier

Overview

Date Posted: 2/10/2016

Job Code: ADMINII

Location: Anchorage

City: Anchorage

State: AK

Country: United States of America

Requisition Number: 147

Salary Range: \$2,835.48 - \$2,835.48

Description

Under the general supervision of the Coordinator, Supply and Logistics, or other staff as directed by the Manager, the Administrative Assistant II/Courier receives, collects and delivers internal mail, office supplies, records and miscellaneous Corporate documents, facilitates delivery of time sensitive items including priority maintenance supplies, and provides other administrative support services as required to support the operation of the Corporation. This is a non-exempt, non-supervisory position.

Examples of Duties

Courier duties:

Track the quantity of monthly courier receipt deliveries and pickups.

Coordinate delivery of maintenance supplies and special order items to the airport, post office, AHFC warehouse, or other specified business.

Deliver, or assist in the delivery of, miscellaneous office furniture, heavy maintenance equipment, and bulky appliances between departments, office buildings, and/or storage sites.

Together with direct supervisor, develop, and continuously update, a weekly courier schedule to include: daily agenda, detailing information regarding pick-up/delivery location, and approximate time of pick-up/delivery. Provide schedule to all departments on an as-needed basis.

Pick-up and delivery of miscellaneous documents to other businesses and organizations.

 [Save this Job](#)

Apply Now ▶



You will get a confirmation



Welcome, **Frank!** [Sign Out](#)
[Your Account](#)

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Confirmation

You have successfully registered for our site. In the next few minutes you should receive a Welcome email containing your account and access information. You can now continue the application process.

SHOULD YOU HAVE A NEED, ALASKA HOUSING FINANCE CORPORATION WILL PROVIDE A REASONABLE ACCOMMODATION WITHIN A TIMELY MANNER TO COMPLETE THE APPLICATION UPON REQUEST. For ADA accommodations, please contact Alaska Housing Finance Corporation - Human Resources Department at 907-338-6100.

If you are a qualified individual and have a disability, for which you need a reasonable accommodation to perform the essential functions of the job to which you are applying, you are entitled to one under the Americans with Disabilities Act (ADA).

Alaska Housing Finance Corporation is an Equal Opportunity Employer who provides equal employment opportunities to all applicants for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, status as a protected veteran, or any other protected status in accordance with applicable federal, state and local laws.

Qualified federal government contractors are required by law to take affirmative action to employ (and advance in employment) all qualified applicants (and employees) who are protected veterans.

Next Step: [Next](#)

 [Cancel Application](#)

Application Steps

- » **Terms and Conditions**
- » Resume
- » Personal Information
- » Disclosures
- » Pre-Employment Questions
- » Application Information
- » References
- » Next
- » Previous Address
- » Certification Statement
- » EEO Questions
- » Review Your Application

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Complete the Application for Employment by completing all the steps.



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Application for Employment

Job Title: Admin Asst II-Courier

Location: Anchorage, AK ()

Optional Cover Letter

Type or paste an optional cover letter below to be included with your application.

[Cover Letter](#)

Attach a Resume

You can attach a resume by uploading a document from your machine or cutting and pasting it below. If you do not wish to attach a resume you can continue through the application process.

Create a New Resume

[Upload a resume](#)

[Cut and paste a resume](#)

[I don't want to attach a resume](#)

 [Cancel Application](#)

Application Steps

- ✓ **Terms and Conditions**
- » **Resume**
- » Personal Information
- » Disclosures
- » Pre-Employment Questions
- » Application Information
- » References
- » Next
- » Previous Address
- » Certification Statement
- » EEO Questions
- » Review Your Application

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✓ Your Application Has Been Submitted

Details

Thank you for submitting your application to **Alaska Housing Finance Corporation**. We appreciate your interest in our company.

Application Sent:

11/30/2015

Position (Location)	Status
Admin Asst II-Courier - Anchorage, AK	Complete

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By Paper:

1. Download and print the [paper application](#).
2. Under Job Search click CURRENT JOB OPENINGS.
3. Click on desired position to bring up posting.
4. Click on "Print Job Information".
5. Print the Job Description which may include supplemental questions.
 - a. To Print the job description in Internet Explorer, right click on the page and select print.
 - b. If you are not using Internet Explorer, right click on "Print Job Information" and select "Open in new Tab" to get access to print the job description.
6. Answer the supplemental questions, if required.
7. Submit the following items to AHFC, Human Resources by fax at 907-338-7940 or email at jobs@ahfc.us, all applications must be delivered to AHFC before 5:00 pm on the closing date of the position;
 - a. Paper application.
 - b. Job Posting with supplemental questions answered (if applicable)
 - c. Cover letter, if required.
 - d. Any additional information requested such as transcripts, writing sample, etc.