



2081 Van Horn Road*Fairbanks, AK*99701*907.455.7712

Job Title:	Administrative Assistant	Classification:	OFFICE
Location:	Fairbanks	Travel Required:	No
Level/Salary Range:	DOE	Position Type:	FULL-TIME
Job Status	Non Exempt	Supervisor:	CFO
Will Train Applicant(s):	YES	Supervisor Responsibilities	N/A

Applications Accepted By:

Fax: (907) 455-7713

Attention: HR Department

Mail:

Alaska Dreams, Inc
2081 Van Horn Road # 2
Fairbanks, Alaska 99701

Job Description

Job Purpose: Under direct supervision of management this position provides administrative and secretarial support for organization. Operates a multiline telephone system, answer incoming calls, determines purpose of caller, directs callers to appropriate personnel, filters calls and gives information to callers when appropriate. This position also takes care of mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties. Independent judgment is required to plan, prioritize and organize some aspects of office/reception area and recommends changes in practices and procedures.

Duties:

- ✚ Receives, sorts, files and retrieves forms, correspondence and documents.
- ✚ Types and designs general correspondences, memos, charts, graph ect. Proofreads copy for spelling, grammar and layout, making appropriate changes.
- ✚ Compiles reports and summaries of work updates, checks and completes records, forms and documents.
- ✚ Research records and disburses information.
- ✚ Operates and maintains a variety of office equipment.
- ✚ Welcomes on site visitors, determines nature of business and announces visitors to appropriate personnel.
- ✚ Answers questions about organization and provides callers with address, directions and other information.
- ✚ Maintain and update rental calendar.
- ✚ Takes payments for services and products.
- ✚ Arranges and coordinates travel schedules and reservations.
- ✚ Train other clerical staff as needed.
- ✚ Process accounts receivable and accounts payable as needed.
- ✚ Makes copies of correspondence and other printed materials.
- ✚ Generate and update job binders as assigned.



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- ✦ Creates and maintains purchase order logs.
- ✦ Other duties as assigned.

Skills/Qualifications:

- ✦ 1 year certificate from college or technical school; or 3 to 6 months related experience and /or training; or equivalent combination of education and experience.
- ✦ Working knowledge of filing methods, business English, spelling, math, office practice and procedures.
- ✦ Skilled in word processing, spread sheets, and other computer applications.
- ✦ Follow written and verbal instructions.
- ✦ Communicate effectively verbally and in writing.
- ✦ Punctual and dependable attendance.
- ✦ Able to work with minimal supervision and be a positive member of team..
- ✦ Able to multi-task
- ✦ Professional appearance
- ✦ Strong organizational skills.
- ✦ Demonstrate attention to detail.

JOB REQUIREMENTS:

- Must possess a valid driver’s license and provide a copy of driving record.
- Pre-employment drug and alcohol testing is mandatory.
- Able to sit for long periods of time.
- Occasionally required to stand and reach with hands and arms.
- Occasionally lift or move up to 20 lbs.
- Work shift is 8 to 5, with occasional overtime as needed to complete assigned jobs.

Reviewed by:	Anna Huser	Date:	1-15-10
Approved By:	Anna Huser	Date:	6-22-10
Last Updated By:	Anna Huser	Date/Time:	6-22-10