



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**



Interior Region EMS Council HIRING General Administrative Assistant in Fairbanks

\$20.59-\$26.04 per hour (DOE)

We are seeking a detail-oriented and organized Administrative Assistant to provide administrative support to our team. The ideal candidate will be responsible for managing schedules, handling correspondence, and ensuring the smooth operation of daily office activities.

Key responsibilities:

- Greet and assist visitors and clients professionally
- Manage and maintain executives' calendars and schedules
- Coordinate and schedule meetings and appointments
- Prepare and edit correspondence, reports and presentations
- Handle incoming calls, emails, and other communications
- Organize and maintain office files and records
- Assist with travel arrangements and event planning
- Support various administrative tasks as needed
- Provide administrative responsibilities for American Heart Association Training Center
- Assist Financial Manager with data entry into the accounting system

TO APPLY:

Email your resume to
director@iremsc.org
Or bring your resume in
person to **2503 18th
Ave., Fairbanks**

JOB DETAILS: Visit
alaskajobs.alaska.gov
and search for
"689255"



A proud partner of the **americanjobcenter** network

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,314,668. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.