

ALASKA TRAVEL ADVENTURES

NOW HIRING

IN JUNEAU



ADMINISTRATIVE POSITION
Full- or part-time, employee choice

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Starting pay: \$16 per hour

Key responsibilities:

- Maintain filing systems and company records
- Prepare reports, correspondence and presentations
- Assist with data entry and document management
- Support office staff with administrative tasks
- Order and maintain office supplies



ALASKA DEPARTMENT OF LABOR

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Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,259,152. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

TO APPLY: Send resume to
seena@alaskatraveladventures.com

ONLINE APPLICATION:
alaskatraveladventures.com/employment

CONTACT:

Seena, (206) 200-2045