



OBI Seafoods NOW HIRING

Accounts Payable Specialist/Storekeeper in Larsen Bay

COMPENSATION:

- Pay rate depends on experience. This is an hourly position that is eligible for overtime pay. In Alaska, overtime is one and one-half times the regular hourly rate and is paid for hours worked over 8 hours in a day and after 40 hours are worked in a week.
- Room and Board Included.
- Excellent benefits available, including medical, dental, prescription, vision plans, and 401(k) retirement plan.

ESSENTIAL FUNCTIONS:

- Will open Mercantile for plant employees and fisherman as scheduled.
- Check inventory records for accuracy.
- Compile and reconcile store receipts.
- Data entry of plant invoices.
- Organize and receive store and plant supplies.
- Clerical duties such as transcribing, data entry, filing, faxing, mail routing, etc. in support of the office's operations.
- The support of all plant and company policies — on and off the clock.
- Maintain the office's record of accountability, integrity, and confidentiality.
- Prompt, reliable, and predictable attendance is an essential function of the job.
- Must have the ability to work well under pressure, 12 or more hours per day, 7 days per week.
- Must be willing and able to work with other departments in a team atmosphere as time allows.
- Must be willing and able to live and work in confined quarters in a multi-cultural environment.
- Must always be professional and represent OBI Seafoods with the highest standards.
- Able to perform the essential functions of the job with or without reasonable accommodation.

APPLY ONLINE:

<https://recruiting2.ultipro.com/OCE1000OBS/JobBoard/bf55bc4b-179b-45b5-b2f5-39d77319172c/OpportunityDetail?opportunityId=7c4a3a54-b267-4faf-8c93-076f9ee14595>

MORE INFO: Contact the Seafood Employment Office at **(800) 473-0688** or dol.seafood@alaska.gov



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

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