



**Alaska Department  
of Labor and  
Workforce  
Development**

**NOW  
HIRING**

## **Administrative Assistant 2 Fairbanks Job Center (PCN 07-5315)**

**Hourly pay:** \$26.66

This Administrative Assistant position in Fairbanks is a crucial member of the Division of Employment and Training Services Statewide team, providing support for the

operation of 13 Job Centers across the state of Alaska. Duties include processing HR paperwork; time sheet entry; financial transaction coding, processing and reconciling; travel arrangements; and other types of

general administrative support. If you have high-level organizational skills and a can-do attitude and you enjoy working in a fast-paced environment with a wide variety of work tasks and responsibilities, we would love to meet you!

**For more details, see the job on Workplace Alaska:  
[governmentjobs.com/careers/alaska/jobs/4576394](https://governmentjobs.com/careers/alaska/jobs/4576394)**

**Job closes at 5 p.m. July 26, 2024**



A proud partner of the [americanjobcenter](https://www.americanjobcenter.org/) network

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,365,091. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.