

Silver Bay Seafoods NOW HIRING

Receptionist in Craig, Sitka, Valdez, Kodiak, False Pass



The Receptionist provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, as well as additional clerical duties.

Competencies:

- Read, speak, write and understand English and Spanish for effective communication.
- Ability to demonstrate outstanding and consistent customer service skills. Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

APPLY ONLINE:

careers.silverbayseafoods.com/job/RECEP001261/Receptionist

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to persons with disabilities.

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& WORKFORCE DEVELOPMENT**

