

Silver Bay Seafoods NOW HIRING

Office Manager at 8 locations



As the Office Manager, you will be a vital member at one of our Alaskan processing facilities that will provide a strong foundation for our operations. You will be responsible for organizing and coordinating office operations and procedures to ensure organizational effectiveness and efficiency. You will oversee administrative

staff and ensure that the budget and records of the office are managed efficiently. The Office Manager works in concert with the fleet accountant to maintain accurate fish tickets and timely reporting. Ultimately, the Office manager ensures the smooth running of the office and helps to improve company procedures and day-to-day operations.

APPLY ONLINE: Upload a resume (recommended) to careers.silverbayseafoods.com or provide a resume online at alaskajobs.alaska.gov by searching for job number "681442"

If you need assistance and/or reasonable accommodation due to a disability during the application or the recruiting process, send a request to humanresources@silverbayseafoods.com

Pay: To be discussed at hire.

Benefits: Benefits and Perks listed below may vary depending on the nature of your employment with Silver Bay and the state where you work.

Health insurance: Seasonal employees, as well as their

families, are eligible for health benefits that include medical, dental and vision benefits once the employee meets the required 1,560 hours worked to become benefit eligible. Employees are also eligible to receive basic life

insurance.

Employee Assistance Program: Available for employees and their families.

Other compensation: Employees are eligible for an annual discretionary bonus.

MORE INFORMATION: Seafood Employment Office, (907) 269-4746 or dol.seafood@alaska.gov

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.



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT



Silver Bay Seafoods is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations, and ordinances.