

Open Arms Child Development Center



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

NOW HIRING

Administrator Assistant in Fairbanks



SALARY: \$47,800-\$52,000, DOE

JOB OVERVIEW:

The Administrator Assistant should be: enthusiastic, experienced in front desk services, personable, respectful, friendly and capable of multitasking. The office environment is highly personal and confidential, with sensitive

information regarding parents and staff. The Administrator Assistant will be responsible for answering phone calls, guiding visitors, and maintaining general office security in accordance with established procedures.

QUALIFICATIONS:

- Associates degree in administration or financial administration
- Minimum of two years of experience in office administration

To APPLY:

Contact Elia Peterson at epeterson@openarmsfairbanks.org or (907) 455-9466

ADDRESS:

2980 Davis Road, Fairbanks

FOR JOB DETAILS:

Search for "682913" online at alaskajobs.alaska.gov



We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,314,668.