

Purchasing Agent FAIRBANKS, AK

Utility Services of Alaska, Inc.

The primary responsibility of this position is to perform purchasing functions including quoting materials, ordering materials, and writing purchase orders; contact vendors and maintain effective communications. Provide administrative support to other sections of the utility.

Minimum qualifications:

- Clean driving record
- High school diploma or equivalent required, some college preferred.
- 2 – 3 years previous experience as purchasing agent or equivalent education preferred
- Two years of experience in a business office performing clerical duties
- Successfully pass pre-employment drug test and background check.

Applicant must be able to work independently, be dependable, flexible, have a positive attitude and able to work well in a fast paced, high-energy environment.

Pay DOE/Excellent benefit package includes pension plan, 401(k), health insurance, vacation and holidays.

Please send resumes to the Human Resources Department at 3691 Cameron Street, Suite 201, Fairbanks, AK 99709. Email to usainfo@akwater.com or fax to 907-479-2699.