

## **Expediter/Custodian**

The primary responsibilities of this position are maintaining necessary supplies at multiple facilities, expediting, performing janitorial functions, delivering disconnect notices, operating a bill stuffing machine, routine building maintenance, and administrative support. This position reports to the Support Services Manager.

Utility Services of Alaska is looking for an individual with the following qualifications:

- High school diploma or equivalent.
- Valid Alaska driver's license.
- One (1) year of custodial experience preferred.
- One (1) year of experience in a business office performing clerical duties.
- Possess advanced problem solving skills.
- Strong knowledge of Windows based computer software
- Highly organized and able to follow instructions with minimal supervision.
- Familiar with business office equipment such as copiers, printers, stuffing machine, postage machine, and fax machines.
- Proficient in the use of Microsoft Office applications and able to use Internet as reference and resource.
- Ability to work professionally and positively with vendors and utility personnel.

Applicants 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.

Position requires a minimum of 40 hours per week, Monday-Friday, 7:00 a.m. to 4:00 p.m., with hours in excess of 40 per week as needed. Pay DOE/excellent benefit package includes retirement plan, health insurance, vacation, and holidays.

Submit resumes to: Human Resources Department, 3691 Cameron Street, Suite 201, Fairbanks, AK 99709; Email: [usainfo@akwater.com](mailto:usainfo@akwater.com); Fax: 907-479-2699.