

## **Office Assistant/Expediter**

The primary responsibility of this position is to perform purchasing functions including ordering, maintaining necessary supplies at multiple facilities, expediting; contacting vendors and maintaining communications effectively. Responsibilities will also include providing administrative support to other departments as needed and participating in special projects as assigned.

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 purchasing experience preferred.
- Two (2) years of experience in a business office performing clerical duties.
- Possess advanced problem solving skills.
- Strong knowledge of Windows based computer software

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, 8:00 a.m. to 5:00 p.m., with hours in excess of 40 per week as needed. 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](mailto:usainfo@akwater.com) or fax to 907-479-2699.