

# *BBEDC / SAVEC Administrative Assistant*

## Qualifications:

- ❖ Must be a BBEDC CDQ community resident
- ❖ Must be 18 years of age or older
- ❖ High School Diploma or GED
- ❖ Good communication skills and telephone presence
- ❖ Willing to learn new skills and enhance existing skills
- ❖ General knowledge of computers and office software
- ❖ Valid Alaska driver's license (Driving record check will be required)
- ❖ Minimum typing speed of 50wpm

## Duties:

- ❖ Provide administrative support to SAVEC staff as needed
- ❖ Assist with marketing for local course offerings
- ❖ Assist with student services and coordination of campus events
- ❖ Assist with scanning files to intranet common drive
- ❖ Maintain SAVEC filing system using industry-wide accepted filing principles
- ❖ Assists in purchasing items for the center
- ❖ Performs general reception duties as assigned
- ❖ Assist in ensuring all purchase, payroll and accounting forms are properly submitted
- ❖ Assist in invoicing appropriate agencies for training and housing provided by the center
- ❖ Other duties as assigned

## Compensation:

- ❖ \$18.00 per hour
- ❖ 30 hours per week
- ❖ September 17 - December 7, 2018

***BBEDC will be accepting applications until 5:00 PM on September 12, 2018.***

***For an application or more information, please contact***

***BBEDC 842-4370***

