

OFFICE ASSISTANT

BBEDC / EKWOK NATIVES LIMITED
SEASONAL EMPLOYMENT

Qualifications:

- BBEDC CDQ Community Resident
- Must be at least 18 years old
- Able to lift up to 50lbs
- Experience with basic office machines including fax, copier, calculator, etc.
- Experience with Microsoft Office is preferred

Duties:

- Answer telephone calls and take messages
- Organize and file paperwork
- Take inventory
- Keep the office clean and sanitary
- Other duties as assigned

Compensation:

- \$20.00 per hour
- 30 hours per week
- May - September 2021
- Up to 16 weeks of employment

BBEDC will be accepting applications until the position is filled.

For more information, contact BBEDC at 907-842-4370