

# Bristol Bay Economic Development Corporation Position Announcement



**Position Title:** Receptionist

**Position Description:**

The Receptionist is responsible for performing office procedures on a daily basis, including answering phones, mail collection and delivery, general typing and data entry, and faxing. Assisting in preparation of board packets, board mail outs, ordering supplies, and organization of board meetings. Acts as receptionist, greeting visitors and helping them as needed.

**Reports To:** Chief Administrative Officer

**Salary Range:** \$18.00 - \$20.00 hourly; DOE

**POSITION CLOSES:** Open until filled

**DUTY STATION:** Dillingham

Contact Chris Napoli for more information at 842-4370 or 1-800-478-4370; or email [chris@bbedc.com](mailto:chris@bbedc.com) for a full job description. Information on employment opportunities can be reviewed at [www.bbedc.com](http://www.bbedc.com). Candidates are asked to provide a cover letter and resume along with a fully completed BBEDC employment application.

BBEDC  
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