



## **Administrative Assistant – Juneau**

Alaska Power & Telephone has a regular full-time opening (minimum 30 hours per week hours per week) for an **Administrative Assistant**. This position will support many teammates working in the Juneau office as well as those teammates who work remotely from home in Juneau.

We are looking for someone who is self-motivated, has great project and time management skills, and thrives with detail oriented and routine tasks.

This is a regular, full-time position working a minimum of 30 hours per week and is eligible for AP&T benefits.

Candidates must be available to work a steady schedule of 30-40 hours per week between 8:00am-5:00pm Monday through Friday.

### **Duties and Responsibilities**

- Assist teammates with reviewing papers, making copies, mailing items
- Check mail at post office in Juneau
- Maintain office supplies – keep track of inventory and order when
- Notarize Permit Applications and other misc. forms.
- Order, pick up and drop off all logo wear from surrounding properties with embroiderer in town, ensuring they are sent back to rightful property
- Assist in maintaining the inventory account for Telecom Room at the Juneau office. Includes updating excel spreadsheet of anything available and doing Material Activity Sheets (MAS's) when sending items to properties
- Take necessary items from town and ship via the appropriate shipper to prospective properties. This includes shopping in town and delivering items either to vendor or post office.
- Prepare and process contracts
- Run errands around Juneau
- Act as liaison for visiting AP&T employees, including pickup and drop-offs at the Juneau airport, hotels and office – within working hours
- Other duties as assigned

### **Qualifications**

- High School Diploma or GED
- Ability to self-motivate, manage time, plan projects, communicate with other team members
- Current passport and ability to travel to other AP&T properties
- Must hold a Notary commission or the ability to receive one within 6 months of hire
- **Ability to pass pre-employment background check and drug tests**

- Mental flexibility, willingness to learn unfamiliar parts of the job and a positive attitude
- Must have 2-3 years of experience in an administrative or office support role
- Must be able to exercise independent judgment, confidentiality, and complete tasks professionally and on-time
- Must be able to communicate effectively with AP&T employees and management, as well as vendors and third-party entities
- Must be proficient with MS Office Suite (Word, Excel, Power Point)
- Must have some experience working with Microsoft Teams and Zoom
- Experience with NISC and SharePoint is a plus
- Valid Alaska driver's license and ability to be insured by AP&T

This position will be open until filled.  
NO PHONE CALLS PLEASE

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<https://aptalaska.workbrightats.com/jobs/709465-176045.html>

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