



Administrative Assistant

We are seeking a proactive and detail-oriented Administrative Assistant to join our Administrative Department in our Skagway or Wasilla office location. This team-oriented role plays a key part in supporting internal and local operations and providing seamless administrative functions across all departments at AP&T.

The Administrative Department operates across the state of Alaska and assists local operations, this role requires someone who is highly self-motivated, adaptable and experienced in collaborating with remote teams. Strong communication skills and comfort with virtual collaboration platforms are essential.

Job Duties and Responsibilities

Provide day-to-day support to the Administrative Department and local operations by assisting with administrative tasks, safety support and responding to team requests to ensure work moves smoothly across departments.

- **Administrative Support – Partnering with team members to deliver comprehensive support to all AP&T departments.**
 - Utilize Microsoft Office Suite (Word, Excel, Outlook, Forms etc.) for day-to-day administrative tasks, projects, communications, and management collaboration
 - Travel coordination support
 - Processing incoming mail
 - Assist with shipping and receiving logistics
 - Coding invoices for Accounts Payable
 - Provide training support and coordination to assist departments
 - Maintain filing systems for paper and electronic documentation
 - Assist with duties as assigned
- **Safety Support**
 - Support the administration of safety programs by maintaining employee certifications, training records, and compliance documentation.
 - Assist with travel, reporting, tracking apprentice progress, coordinating safety meetings and training, and supporting regulatory requirements.
 - Provide general coordination for safety-related vendors, supplies, and program needs.

Candidate Qualifications Required:

- High school diploma or GED
- Associate's degree or equivalent combination of education and experience, with a minimum of 5 years of office administrative experience.
- Must be able to key a minimum of 60 WPM
- Proficiency in Microsoft Office Suite, Microsoft Teams, and SharePoint
- Acquire notary within 60 days of hire
- Valid driver's license and ability to be insured by AP&T
- Experience working with remote or geographically distributed teams
- Strong written and oral communication skills

- Ability to self-motivate, take initiative, and work independently
- Flexible mindset with a positive, can-do attitude
- Ability to periodically travel to other properties and meetings - trainings as required
- Ability to pass a pre-employment background and drug test
- Proven ability to cope with Alaska's harsh weather & challenging environment

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Employee must maintain a constant state of mental alertness at all times. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions
- Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, sitting, walking or standing for prolonged periods of time; most of time is spent sitting in a comfortable position with frequent opportunity to move about. Work is mostly performed from a sedentary posture
- The employee is regularly required to hear, talk, sit and use hands and fingers to operate a keyboard and phone
- The employee may be occasionally required to reach with hands and arms and lift, handle, or move objects weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust vision.

The pay for this position is \$27.00-\$31.00 per hour and is DOE. AP&T offers a generous benefit package including (but not limited to) medical, dental, vision, 401K, (plus more) a \$5000.00 annual medical travel reimbursement, up to \$125 annual medivac insurance reimbursement and employee stock ownership options. \$200.00 in company logowear. Recognition of our employees is important to AP&T's values. We like to continuously show appreciation and recognition within our teams. AP&T is a small non-union, employee-owned utility serving over 40 Alaskan communities and villages.

For more information about our organization, please visit [https:// www.aptalaska.com](https://www.aptalaska.com)

Interested?

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