

ADMINISTRATIVE ASSISTANT

Looking for a new challenge? Interested in joining a team with the goal of encouraging economic growth and increasing job opportunities in Alaska? Then check out the details for our **Administrative Assistant** position with Alaska Industrial Development and Export Authority.

Our **Administrative Assistant** position performs administrative support tasks across AIDEA, including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs. This position may be required to dedicate a majority of time to a particular department but no one department is the singular concern of the position.

This position requires a high school diploma, or equivalent, and a minimum of four years of office experience in an administrative role. Preference will be given to those with HTML and website publishing experience.

For more information, or to apply online, visit www.aidea.org. Send application and/or resume to Human Resources, AIDEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by fax to (907) 771-3946.

AIDEA is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-3412 (TTY).