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POSITION ANNOUNCEMENT

Office Assistant

Closing date: October 21, 2019

Cook Inlet Aquaculture Association (CIAA) is seeking an administrative ace who welcomes a flexible work load and possesses excellent follow through. CIAA has an opening for an Office Assistant, located at CIAA's headquarters in Kenai, Alaska. This position assists the Executive Director and supports the management team with multiple office functions and serve as backup to the Accounting Specialist/Office Assistant position.

Job description:

This is a full-time, non-exempt position. Under the general supervision of the Executive Director, the Office Assistant assists the management/administrative team in achieving the mission of CIAA by providing the support needed to handle employee records, maintain hard copy and electronic filing systems, assist with preparation of regularly scheduled reports, and assist with accounts payables and accounts receivables and other office operations in a safe, professional, and cost effective manner. The Office Assistant will provide back-up to the Accounting Specialist/Office Assistant position to assure general accounting tasks are performed in accordance with established procedures and other general office duties.

Qualifications:

The ideal applicant will have three years minimum professional office experience, a working knowledge of office management practices, standard accounting practices, and record keeping. A valid Alaska driver's license is required. Proficiency with personal computers and software packages, including, but not limited to, Windows, Microsoft Office Suite (Word, Excel, Outlook), is required. Must have excellent oral, written, and organizational skills. Experience working with confidential information related to HIPAA, PHI, Department of Labor, etc. is also required.

Compensation:

Salary is \$18.71 per hour plus a benefit package that includes health insurance (employee portion is a 5% co-pay), Health Savings Account with employer contribution, employee 401(k) retirement plan, vacation and medical leave.

If you believe you meet the qualifications above, and you are looking for a fun, challenging, and rewarding job, then CIAA encourages you to apply. CIAA is an equal opportunity employer.

Contact:

Applicants may direct questions and/or submit cover letter, resume, and three professional references to:
Dean Day
dday@ciaanet.org or 907-283-5761

Salmon enhancement today means better salmon fishing tomorrow.