

**Alaska Department of Labor and Workforce Development
Division of Employment and Training Services**

**ATTENTION
JOB SEEKERS!**

Now Hiring

for an Office Assistant II located in Juneau!

Do you want to work in an environment where your people skills, organizational skills and attention to detail will be highly valued?

Do you enjoy a variety of responsibilities in an energetic, professional office environment?

Are you able to work independently and as part of a team?

If so, we want you on our team!

We are looking to hire an individual with the following knowledge, skills and abilities:

- Ability to communicate well, both verbally and in writing
- History of working well both in a team environment and independently
- Track record of quickly learning new processes and procedures
- Proficient in Microsoft Office programs such as Excel, Word and Outlook
- Excellent organizational skills
- Commitment to providing exceptional customer service

The Department of Labor and Workforce Development is seeking a self-motivated, customer-focused individual to become an integral part of our team as an Office Assistant II.

Apply on **Workplace Alaska** (Job Order 07-5997). Recruitment ends Nov. 14, 2016.

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

For specific information contact:

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