



**Alaska Department
of Labor and
Workforce
Development**

NOW HIRING

Administrative Assistant 2 (PCN 07-5757) in Anchorage

Are you looking for an opportunity where your daily activities are focused on supporting a diverse team of professionals and customers?

Do you enjoy being the go-to person at work?

Would you like the opportunity to make a difference every day?

Hourly pay: \$25.88

The Administrative Assistant 2, stationed at the Anchorage Midtown Job Center, is a crucial Division of Employment and Training Services

team member, providing support for operating the two job centers in the Anchorage/MatSu Region.

If you have high-level organizational skills, a positive

attitude and enjoy working in a fast-paced environment with a wide variety of work tasks and responsibilities, we would love to meet you!

For more details, see the job on Workplace Alaska:

governmentjobs.com/careers/alaska/jobs/4635355/administrative-assistant-2-pcn-07-5757. Job closes at 5 p.m. Sept. 5, 2024



A proud partner of the [americanjobcenter](https://www.americanjobcenter.org/) network

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,365,091. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.