

Seafood Recruitment



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

Unisea Inc. NOW HIRING: Front Desk Clerk at Grand Aleutian Hotel and Harbor View Inn

Rich benefits package including:

- Medical/dental/vision insurance available after eligibility period is satisfied
- A variety of different voluntary coverages are offered – including AFLAC policies and additional life insurance for self and family members
- Flexible Spending Account (FSA) and Dependent Care Accounts are available after the eligibility period is satisfied
- 401(k) plan and additional 3% employer contribution (after eligibility period satisfied)
- Employer paid life insurance
- Paid vacation, sick leave and holidays
- Free room and board, plus airfares (two round trip airfares for vacations)!

TO APPLY: Submit a copy of your resume to jobs@unisea.com

JOB DETAILS:

unisea.com/job/front-desk-clerk-grand-aleutian/

This is an hourly non-exempt position with a rate of \$ 16.65-\$21.65 per hour

Position requirements:

- High school diploma or equivalent
- 1-3 years front desk or related experience
- Experience with Opera PMS
- Basic bookkeeping and audit experience
- Computer skills preferred
- Must possess good communication and organizational skills as well as excellent customer service skills
- Ability to interact in a positive manner with diverse cultures in a team environment

FOR MORE INFORMATION: Call **(800) 535-8509** or contact the Seafood Employment Office at **(800) 473-0688** or dol.seafood@alaska.gov