



# OBI Seafoods NOW HIRING Data Entry Assistant in Naknek

## COMPENSATION:

- Pay rate depends on experience. This is an hourly position that is eligible for overtime pay. In Alaska, overtime is one and one-half times the regular hourly rate and is paid for hours worked over 8 hours in a day and after 40 hours are worked in a week.
- Room and board included.

**MORE INFO:** Contact the Seafood Employment Office at **(800) 473-0688** or **dol.seafood@alaska.gov**



## ESSENTIAL FUNCTIONS:

- Enter fish tickets, fisherman fuel and grocery charges into system in accurate and timely manner.
- Closely edit fish tickets and charges to ensure correct entry.
- Works closely with Office Manager to ensure data is entered correctly and by set deadlines.
- Issue purchase orders.
- Assist office manager with tasks as assigned.

## EDUCATION, EXPERIENCE:

- 10 key proficient
- Must have general computer knowledge and skills.
- Proficiency in Microsoft Word and Excel.
- Must have the ability to operate under deadlines.
- Must be detail oriented.
- Must have problem solving skills.
- Must be willing and able to learn new tasks quickly.
- Must be able to switch roles at a moment's notice in order to help with tasks beyond data entry.
- Must have the ability to work and concentrate in a high paced environment.
- Must have the ability to perform multiple tasks with minimal supervision.
- Must be reliable and prompt.
- Valid driver's license preferred.

## APPLY ONLINE:

<https://recruiting2.ultipro.com/OCE1000OBS/JobBoard/bf55bc4b-179b-45b5-b2f5-39d77319172c/OpportunityDetail?opportunityId=811603f5-807e-4993-a7c4-c10e52a6d610>



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