



## Public Employees Local 71 Announces Recruitment for the Following Position:

**Location:** Anchorage, AK

**Title:** Administrative Assistant

**Public Employees Local 71 is seeking a Central Region Administrative Assistant located in Anchorage, AK.** The ideal candidate for this position will demonstrate a commitment to teamwork, integrity, and composure exercising exceptional verbal and listening skills in addition to organizational abilities and familiarization with standard office programs.

Are looking to make a positive impact helping others in a supportive environment with excellent benefits?

Public Employees Local 71 is currently recruiting an Administrative Assistant for our Anchorage office. This position will support the Office Manager, maintain the Anchorage Office, coordinate with other staff, and most importantly support our Members.

Local 71 is a state-wide Local (*Union*) under the Laborers International Union of North America (LIUNA) umbrella representing Labor, Trades, & Crafts in public sector positions. The Anchorage office represents Members in Anchorage, Eagle River, Girdwood, Palmer, Wasilla, Willow, Chulitna, Talkeetna, Cascade, Seward, Kenai Peninsula, Bethel, Dillingham and the Aleutian Chain.

The Anchorage office is also the main hub of support for two satellite offices in Fairbanks and Juneau.

Local 71 prides itself on supporting its members and staff through dedication and teamwork.

### **Job duties include but are not limited to:**

Answering incoming calls, greeting members and the public, and perform a wide range of reception services such as receiving and prioritizing inquiries, responding to routine requests for information, and/or assessing the nature of an advanced request and referring it to the appropriate higher-level staff.

Process incoming and outgoing mail.

Operate and maintain a variety of office equipment and business software. Serve as a staff contact for equipment use and repair.

Review correspondence, reports, and applications for accuracy, formatting, and essential information. Provide routine explanations of policies, procedures, applications, and forms to employees, members and the public.

Prepare documents for the imaging process, assembly, and distribution. Copy materials, forms, and correspondence.

Create hard copy and electronic files.

Maintain filing systems.

Type basic correspondence and reports according to applicable policy, procedure, and format. Receive fees/dues and prepare appropriate receipts.

Enter information from a variety of sources into databases, software applications, and/or spreadsheets; examine and accurately identify and correct errors.

Stock, inventory, and track office supplies; maintain organization of supply rooms.

**Knowledge, Skills, and Abilities:**

Working knowledge of the proper use of English grammar, spelling, and punctuation.

Some knowledge of the following:

- personal computer-based workstations and related business software suites in a business environment. (*Preferably Microsoft Office products*)
- filing and basic recordkeeping systems.
- business practices, correspondence, and typing formats.

Ability to:

- comprehend and follow oral and written instructions, procedures, and guidelines and apply them to varied situations.
- Answer and route multiline telephones, greet visitors, direct them to appropriate program forms and information, respond to routine inquiries, and determine appropriate course of action relative to incoming messages, calls, or requests.
- explain procedures and requirements to members and the public.
- recognize obvious differences among data, facts, objects, or material.
- compare data from two or more sources for accuracy and completeness.
- alphabetize, code, rank numerically, sort, and batch various information and data.
- maintain files and retrieve documents.
- learn new word processing, spreadsheet, and similar business software programs.
- operate office equipment such as copy machines, printers, scanners and multiline phones.
- perform basic arithmetic operations.
- balance cash and maintain cash balances.

Local 71 is a member-based organization. Internally, we pride ourselves on our teamwork, supporting each other in every aspect. Externally, we strive to provide the best service to our membership from the moment they walk through our doors seeking employment until the day they retire.

**This position will be hired at a starting wage of \$18.32 per hour +DOE  
Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.**

**Recruitment for this position is open until filled.**

**Please send Resume and Letter of Interest to: [tracy@Local71.com](mailto:tracy@Local71.com)**

**Or deliver to: 2510 Arctic Blvd, AK 99503**

Inquiries for further information: [tracy@Local71.com](mailto:tracy@Local71.com) or 907-276-7211 option 3