

VALDEZ FISHERIES DEVELOPMENT ASSOCIATION SOLOMON GULCH HATCHERY

P.O. Box 125 Valdez, AK. 99686 1815 Mineral Ck. Loop Rd. Valdez, AK
(907)-835-4874 or 1329 Fax (907)-835-4831 lori.plaster@valdezfisheries.com



JOB ANNOUNCEMENT

Position: Administrative Assistant I

Location: Valdez Fisheries Development Association, Valdez, AK.

Posting date: 8/21/2019 - Until filled

Are you looking for a fun, challenging and rewarding job in one of the most beautiful and scenic places in Alaska? Do you have at least three years of experience as an administrative assistant? Are you extremely knowledgeable at manipulating data within a spreadsheet? If that sounds like you, VFDA is looking for an exceptional candidate for our open Administrative Assistant I position.

Organization:

Valdez Fisheries is a private non-profit association dedicated to enhancing salmon fisheries and developing renewable fisheries resources in Prince William Sound. VFDA operates the Solomon Gulch Hatchery which is a modern, large production facility, culturing 270 million pink and 2 million coho salmon eggs. VFDA also manages a small educational seafood processing plant and cold storage to facilitate economic development with local fishermen and develop fisheries resources. VFDA has 17 full time employees and up to 25 seasonal employees and is located within the municipality of Valdez Alaska.

Job description:

This is a part-time, hourly (25 hours per week) position with benefits. Under the general supervision of the Hatchery Manager the Administrative Assistant is responsible for providing administrative support to the Hatchery Manager. Position duties include maintaining various reports and spreadsheets for support of the various stages of fish production and general hatchery needs. Using independent judgement and having the ability to set priorities is important in the accomplishment of duties.

Essential Job Functions

1. Provide receptionist duties at the Hatchery. In a courteous and professional manner direct visitors who enter the hatchery office area, answer and direct telephone calls, take messages.
2. Maintain fish production spread sheets in an accurate and timely manner. Recommend improvements in the data collection and recording methods.
3. Assist with the purchase order system, insuring invoices and purchase orders are approved, matched, and sent to administrative office for payment.
4. Maintain hatchery files, both electronic and paper, in an organized manner.
5. Provide administrative oversight of the Hatchery Safety Program, insuring required procedures are completed and required records are maintained.
6. Assist Manager with the completion of the required annual reports.
7. Maintain a current knowledge of and proficiency with the software utilized by VFDA. Recommend changes in order to more efficiently accomplish work duties. Act as resource person to co-workers.
8. As necessary provide for the acquisition of hatchery supplies and accomplish other errands as required.
9. Maintain various hatchery reports.
10. Other related tasks as assigned by the Hatchery Manager.

Qualifications: Minimum required

1. Education - High school diploma required. Completion of related post high school courses of study preferred.
2. Experience - Three years' experience in a similar administrative position required. Proficient in word processing and spreadsheet programs, preferably Word and Excel. Keyboarding skills of at least 50 wpm. Accurate and proficient 10-key skills.

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Additional Desirable Qualifications

Must be able to: solve complex problems, use mathematical formulas to accurately obtain and evaluate data, manipulate data in a spreadsheet for desired outcome.

Work Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment

The Administrative Assistant works under normal office working conditions. Light levels are adequate for work duties. Noise levels are infrequently high due to alarm and machinery. The Administrative Assistant's work duties on occasion require exposure to all areas of the hatchery.

Hazards

Possible exposure to toxic chemicals, primarily formaldehyde, is a slight hazard due to the proximity of the office to chemical treatment areas.

Personal Relations

Must have the ability to communicate effectively in both verbal and written formats. Must demonstrate ability to work effectively with co-workers.

Compensation: Starting rate is \$24.55 per hour DOE and benefits package includes health, dental, vision, a health savings account and retirement package with matching company contributions.

Contact: Send cover letter, resume, application and 3 references to Valdez Fisheries Development Association Inc. at the above e-mail address; Attention: Human Resource Department - Additional copies may be sent by mail or FAX.