

Administrative Support Specialist

Job Description

Far West, Inc. (FWI) is seeking a detail-oriented and dynamic Administrative Support Specialist to join our team in our Anchorage office. We are looking for someone with strong organizational skills, both electronically and in the office. The right fit for this position will be someone excited about helping strengthen and streamline our administrative functions as we grow.

This is a part-time position.

Responsibilities and Duties

Administrative Support

- Organize and maintain physical paper files, e-files, bookshelves, office supply cabinets, etc. using an orderly system
- Maintain office supplies inventory by anticipating needed supplies, placing orders, verifying receipt
- Receive, sort, and distribute the mail
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Answer and direct phone calls as the first point of contact for the public
- Respond to email, telephone, and face-to-face inquiries by following established processes, or refer to the proper staff member; follow up to ensure all inquiries have been addressed
- Compile information using standardized forms, procedures, or specific instructions; enter information into spreadsheets, databases, etc.
- Distribute important materials to relevant parties
- Ensure operation of equipment by completing preventive maintenance requirements, calling for repairs
- Provide general support to visitors
- *Other duties as requested*

Executive Support

- Support the Board of Directors, CEO, and Far West office staff
- Organize and schedule meetings and appointments upon request
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Write letters and emails on behalf of other office staff as requested
- Book conference calls, rooms, taxis, couriers, hotels, etc.
- Handle sensitive information in a confidential manner
- *Other duties as requested*

Qualifications and Skills

- Two or more years in a full-time administrative role (college credits can be substituted for this experience).
- Excellent written and verbal communication skills; working knowledge of English grammar and punctuation.
- Proficient in Adobe and all MS Office Programs, including Excel, Word, Power Point, SharePoint and Outlook.
- Knowledge of office management systems and procedures.
- Superior organizational, follow-up, and detail-oriented skills.
- Team mentality and a positive attitude.
- Excellent interpersonal and communication skills; ability to work effectively and cooperatively with all levels of management and staff, affiliated-company employees, and outside business associates; exhibit a professional manner in dealing with others.
- Manual dexterity to operate computer keyboard and standard office equipment.
- Work independently and with minimal supervision.
- Excellent time management skills and ability to multi-task and prioritize work.
- Ability to make decisions, solve problems, and exercise good judgment.
- A valid AK driver's license and reliable transportation.
- Ability to lift up to 30 lbs.

Experience

Data entry: 1 year

Administrative: Two years (or equivalent college credit)

Part-Time Office hours are Tuesday through Wednesday from 10:00 am - 2:00 pm; hours may be flexible.

Job Type: Part-Time

Salary: \$20 - \$24 per hour DOE

Working Environment & Conditions

This position is primarily indoors, consistent with a standard office position, and has a noise level of mostly low to moderate. The incumbent is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The work load may require the incumbent to sit for extended periods of time. The incumbent must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Our Equal Employment Opportunity Policy

Far West, Inc and Subsidiaries are Equal Opportunity Employers. Shareholder hiring preference (PL-638) for qualified shareholders. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, and gender identity, marital or family status, age, national origin, disability or protected veteran status.

The company is dedicated to seeking all qualified applicants. If you require an accommodation to navigate or to apply to a position on our website, please contact us at info@farwestak.com

Note: This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and perform any other duties requested by his/her supervisor. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of a person in this position. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of Far West, Inc..