



## ADMINISTRATIVE ASSISTANT

Looking for a new opportunity? Interested in joining a team with the goal of encouraging economic growth and increasing job opportunities in Alaska? Then check out the details for our **Administrative Assistant** position with Alaska Industrial Development and Export Authority (AIDEA).

Our Administrative Assistant is responsible for administrative support across AIDEA including a wide variety of administrative services requiring independence, judgment, and initiative in determining office needs. This position may be required to dedicate a majority of time to a particular department but no one department is the singular concern of the position.

This position requires a High school diploma, or equivalent, and a minimum of four years of Administrative Assistant experience required. Equivalent experience may be considered in lieu of Administrative Assistant experience. Associate's degree in a related field preferred.

For more information, or to apply online, visit [www.aidea.org](http://www.aidea.org). Send application and/or resume to Human Resources, AIDEA, 813 W. Northern Lights Blvd., Anchorage, AK 99503, by fax to (907) 771-3946.

AIDEA is an EEO/ADA employer. Individuals requiring accommodations should call 1-800-587-0430 or (907) 465-3412 (TTY).