



## **GeoTek Alaska, Inc.**

### **Administration Assistant**

We are looking for a motivated, reliable individual who can interact with team members in an office setting to support management within a growing company.

Entry Level - \$10/hr-\$12/hr

Part Time: 30+ Hour work week

Hours: 8-4 PM

Function of position is to support management in administrative tasks and support operations by means of expediting errands. This position is great for a college student.

- Must be reliable, professional and enjoy working in a fast paced environment
- Answering phones, relaying clear messages, requires excellent communication skills both verbal and written and good penmanship.
- This position includes running errands, mail pickups and freight pickups/drop offs.
- Applicant must have valid Alaska Driver's License and insurable driving record.
- Ability to safely lift and carry up to 30 lbs
- Collect, organize and document Daily Field Reporting from project staff.
- Organizing and filing of paper and e-filing digital documents.
- Computer literate, technically capable of using basic office equipment (computers, copiers/printers/fax machines)
- Proficient with MS Excel & Word.
- Assisting in paperwork preparation for various tasks which require meeting deadlines.
- Maintain clean and organized office environment, includes cleaning common areas.
- Completing other projects and tasks as assigned.