



Job Announcement

Administrative Assistant

Open until position is filled

Shaan Seet is an ANCSA Village Corporation looking for a driven individual with a strong work ethic to join our administrative team. The Administrative Assistant works under the direction of the Executive Services Administrator and the Accounting Clerk.

Hours of Work: 40 hours per week Monday – Friday 8 AM to 4 PM

Full-time: Permanent/ Part time/ Flexible

Job Overview:

The Administrative Assistant position is a vital member of the administrative team responsible for answering phones, greeting visitors, and providing administrative support and recordkeeping to SSI administrative staff.

If you think you're the right person for this job, there's a complete job description available upon request for your review or you can visit Shaanseet.com and view the Careers page. Feel free to call the office (907) 826-3251 with any questions you may have.

Wage: DOE \$ 37k-45k Annually (\$18-\$22 per hour)

Benefits: 6 Hours of PTO Per Pay Period and 8 Hours after 2 years Employment - HSA (Healthcare Savings Account) \$600 Monthly Plus Wages - Flexible Scheduling - Cell Phone Payment - Holiday Pay – Paid Training and Development – Shareholder Discounts

We're looking forward to hearing from you!
(907)826-3251 * accounting@shaanseet.com * www.shaanseet.com