



Yuut Elitnaurviat

P E O P L E ' S L E A R N I N G C E N T E R

Association of Village Council Presidents • Association of Village Council Presidents, Regional Housing Authority
Bethel Community Services Foundation • Calista Corporation • City of Bethel • Lower Kuskokwim School District
Orutsararmiut Native Council • UAF - Kuskokwim Campus • Yukon-Kuskokwim Health Corporation

Receptionist

The Receptionist provides administrative support for Yuut Elitnaurviat. The Receptionist reports to the Director of Operations.

Salary: \$10-15/hr DOE

Responsibilities:

- * Provides project and administrative assistance
- * Provides customer service for department
- * Serves as the liaison between the department and various agencies, vendors, and contractors
- * Collaborates with agencies and contractors to complete projects and assignments
- * Schedules and confirms appointments
- * Answers phones and picks up mail
- * Orders office supplies
- * Performs other duties as assigned or required

Minimum Qualifications

- * VALID DRIVER LICENCE REQUIRED
- * At least 2 years prior work experience
- * Basic knowledge of Microsoft office software (excel, word, etc.)
- * Excellent phone and interpersonal skills
- * Experience using internet and e-mail programs
- * Proven history of punctuality and reliability
- * Ability to follow instructions, and willingness to learn
- * Must be able to lift approximately 50 pounds

Preferred Qualifications:

- * Yup'ik speaker preferred

Yuut Elitnaurviat is an Equal Opportunity Employer (EOE). For more information, or to apply, send application, resume and cover letter to ttony@yuut.org, fax to (907) 543-0998, or call (907) 543-0999. The employment application can also be downloaded from our website (www.yuut.org) under the Apply! Tab.