

# Bering Pacific Seafoods, L.L. C.

is now hiring for the position of

## Office Assistant

This is a seasonal full-time position with Bering Pacific Seafoods located in False Pass, Alaska. The position is responsible for managing the day-to-day functions of the office.

The qualified applicant must be detail oriented, work well with the public and co-workers, be self-motivated and able to follow direction. The position requires working with time sensitive data, working independently and staying on task. High school diploma or equivalent, general office skills, supervisory skills, excellent written and verbal skills, highly fluent in Word and Excel and two years accounting experience required.

Duties include, but are not limited to:

- Assist Plant Manager with all paperwork pertaining to plant operations, including production data collection and reports, bookkeeping/accounting, payroll data collection and data entry.
- Insure premises and office spaces are clean including disposal of refuse.
- Maintain an adequate inventory of all office supplies.
- Operate office equipment, including fax, computer and telephone.
- Communicate on a daily basis with APICDA's administrative offices in Juneau, Anchorage and Soldotna.
- Report to and contact National Marine Fisheries Service (NMFS) regarding fisheries landings.

**Position Begins March 1<sup>st</sup> and ends approximately September 15<sup>th</sup>.**

**Airfare, room and board included.**

**Pay is DOE**

To apply please contact:

Laura Delgado

APICDA Human Resources

1-888-927-4232 or [ldelgado@apicda.com](mailto:ldelgado@apicda.com)

Applications are available on our website at [www.apicda.com](http://www.apicda.com)