



**We will provide
on-the-job training!**

Acme & Sons LLC Now Hiring

Office Assistant/Clerk in Fairbanks

QUALITIES, DUTIES:

- Strong attention to details for processing, organizing and maintaining projects receipts and invoices
- Develop and maintain a filing system
- Maintain daily data entry and record-keeping using online QuickBooks
- Perform various other clerical duties, photocopying and scanning
- Clean criminal record
- Maintain professional appearance and behavior
- Need reliable transportation

JOB DETAILS:

Visit alaskajobs.alaska.gov
and search for "677011"

TO APPLY:

Email your resume to

Josey@acmesons.com

Please have a good contact number that we can call to schedule an appointment for an interview.



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT



ACME & SONS LLC
CONSTRUCTION & REMODELING

Alaska's Employment Services program is 100% funded by U.S. Department of Labor through an award of \$7,314,668. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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