

OFFICE ASSISTANT

BBEDC / GOING THE DISTANCE
YOUTH INTERNSHIP - DILLINGHAM

QUALIFICATIONS

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 14-17 YEARS OLD
- ABLE TO MAINTAIN A POSITIVE ATTITUDE WITH COWORKERS AND PUBLIC
- MUST BE PUNCTUAL AND DEPENDABLE
- ABLE TO WORK WITH ON A TEAM AND INDEPENDENTLY
- MUST HAVE A BASIC KNOWLEDGE OF OFFICE EQUIPMENT
- ABLE TO WORK IN AN INDOOR/OUTDOOR, FAST-PACED ENVIRONMENT
- ABLE TO LIFT UP TO 35LBS

DUTIES

- MAINTAIN A SAFE AND CLEAN WORK ENVIRONMENT BY KEEPING SHELVES, PALLET AREA, AND WORKSTATIONS NEAT AND HAZARD FREE
- ANSWER PHONES AND TAKE MESSAGES
- PROVIDE POLITE, DETAILED, AND ACCURATE INFORMATION TO CUSTOMERS
- FILE PAPERWORK ACCURATELY AND PROMPTLY
- ASSIST IN LOCATING, LOGGING, AND DISBURSING CUSTOMER PARCELS
- COMPLETE ERRANDS AS NEEDED FOR DAILY BUSINESS OPERATIONS
- OTHER DUTIES AS ASSIGNED

COMPENSATION

- \$20.00 PER HOUR
- 40 HOURS PER WEEK
- MAY - AUGUST 2026
- UP TO 13 WEEKS OF EMPLOYMENT

BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL THE POSITION IS FILLED.

**FOR MORE INFORMATION,
CONTACT BBEDC AT
1-907-842-4370**