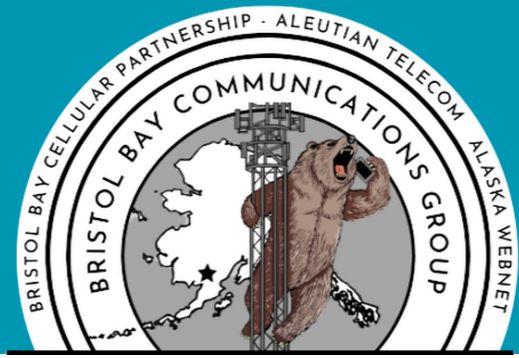


# OFFICE AIDE

BBEDC / BRISTOL BAY TELEPHONE COOP  
SEASONAL EMPLOYMENT - KING SALMON



## QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- FAMILIAR WITH OFFICE MACHINES, PERSONAL COMPUTERS, AND SOFTWARE

## DUTIES:

- ANSWER MULTI-PHONE SYSTEM
- ROUTE INCOMING CALLS TO APPROPRIATE EMPLOYEES
- TAKE MESSAGES
- COPY, FILE, FAX, SCAN AND SHRED PAPERWORK
- INSERT SIM CARDS INTO CELLPHONES
- PROCESS PAYMENTS
- CHECK COMPANY MAILBOXES
- ASSIST WITH MONTHLY BILLING PREPARATION
- INPUT TROUBLE TICKETS
- OTHER DUTIES AS ASSIGNED

## COMPENSATION:

- \$25.00 PER HOUR
- 40 HOURS PER WEEK
- MAY - AUGUST 2026
- UP TO 12 WEEKS OF EMPLOYMENT

**BBEDC WILL BE ACCEPTING  
APPLICATIONS UNTIL THE  
POSITION IS FILLED.**

**FOR AN APPLICATION OR MORE  
INFORMATION, CONTACT BBEDC  
AT 1-800-478-4370**