

IMMEDIATE OPENING for an Office Administrator!



SBS - FAIRBANKS!

WE'RE

HIRING!

BENEFITS **Competitive Pay** **Retirement** **Training &**
Health Plans **Paid Time Off** **Development**

Calling all Office Administrators! Ignite your career at Spenard Builder's Supply/ Builders FirstSource! At SBS, you'll be equipped with all the tools, training, and resources you need, and you'll be empowered to try new things, gain new experiences, and build a career with unlimited horizons.

Essential Duties And Responsibilities

May serve as office receptionist. Greets visitors, determines the nature of their business, and notifies appropriate staff member while ensuring office security measures are followed correctly.

- Prepares routine correspondence, office forms and/or other business related documents.
- Performs data entry/retrieval functions.
- Handles Incoming and Outgoing mail and interoffice communications.
- May perform office supply inventory and replenishment services.
- May arrange meetings and conferences; maintains calendars and makes travel reservations.

- Understands and observes all safety procedures and practices in order to prevent injury to self or co-workers; attends periodic safety meetings as required; may recommend changes to improve safety procedures.
- Other duties may be assigned.

Minimum Requirements

High school diploma or General Education Degree (GED) and one (1) year administrative or related experience; or an equivalent combination of education and experience.

TO LEARN MORE OR CONTACT US:

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APPLY TODAY!



<https://builders.dayforcehcm.com/CandidatePortal/en-US/builders/Posting/View/139642>