

Richards Distributing Inc.

NOW HIRING

**Receiving Clerk/
Admin Assistant
in Fairbanks**



We are looking for a full-time Receiving Clerk/Admin Assistant with customer service, home improvement and/or retail sales experience.

FOR MORE INFORMATION:

Visit alaskajobs.alaska.gov and search for **Job #629571**

Or visit arctichomeliving.com

TO APPLY:

Provide an AlaskaJobs resume online or upload a resume

\$20-\$23 per hour, DOE

Some responsibilities will include checking incoming shipments, maintaining inventory counts, answering phones, completing sales transactions, and assist the sales team with admin work. You will learn about this exciting and fast-growing industry, from the most knowledgeable experts in the state.

Richards Distributing Inc. works for several businesses in the hot tub, solar, water treatment or the sprinkler industries: Arctic Home Living, Renewable Energy Systems of Alaska, Ecowater of Alaska, and Arctic Irrigation and Lawn services.



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

A proud partner of the americanjobcenter network