



**Environmental Research and Services**, an equal opportunity employer, seeks qualified applicants for the following position based in **Fairbanks, Alaska**.

## **OFFICE ASSISTANT**

**STATUS:** Seasonal position with flexible hours, 20-40 hours depending on availability. Work begins in early May until September.

**JOB SUMMARY:** We are seeking a proactive and organized Office Assistant to handle a variety of project support, accounting, and marketing tasks. The ideal candidate will not only assist with day-to-day office support and accounting functions but will also support our marketing efforts by managing social media accounts and contributing to content creation. This role is perfect for someone with strong multitasking abilities, excellent communication skills, and a desire to learn all aspects of a project support team.

### **JOB RESPONSIBILITIES:**

- Assist in managing company financial records ensuring that all documents are properly filed, stored, and easy to retrieve when needed.
- Assist in tracking employee expense reports and ensure timely processing.
- Perform data entry and update company databases.
- Assist in organizing office events and meetings.
- Assist project support staff with tasks relating to field preparation and coordination.
- Assist in managing the company's social media accounts.
- Schedule and post content on social media platforms, ensuring consistent branding.
- Help create engaging content for social media posts, blog articles, and newsletters.

### **QUALIFICATIONS:**

- High school diploma or equivalent; additional qualifications in marketing, communications, or a related field is a plus.
- Proven experience as an office assistant or in a similar administrative role.
- Familiarity with social media platforms and scheduling tools (e.g., Hootsuite, Buffer).
- Basic knowledge of marketing principles and content creation.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and office management software.
- Experience with graphic design tools like Canva or Adobe Creative Suite is a plus.
- Strong organizational skills and the ability to multitask.
- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.
- Ability to work independently as well as in a team.

**WORK PERIOD:** Approximately 1 May –30 September 2025. Availability for at least 12 weeks in that range required.

**WAGE:** \$18–25/hour, depending on experience; overtime eligible.

**CLOSING DATE:** Open until filled. First review begins 1 February 2025.

**CONTACT:** Please email resume, 3 professional references with phone numbers (prefer previous supervisors), and cover letter specifying dates of availability to [hr@abrinc.com](mailto:hr@abrinc.com). If you have any questions about the position, please contact [hr@abrinc.com](mailto:hr@abrinc.com).