

JOB ADVERTISEMENT
Temporary Harbor Administrative Assistant
Harbor Department

The City and Borough of Wrangell will accept applications beginning February 25, 2021 (until filled) for the position of temporary Harbor Department Administrative Assistant.

This is a temporary 40 hour per week position lasting approximately (6) months. Applicants must have a valid Alaska driver's license, be proficient with Microsoft Office programs including Excel, Word, Outlook, and Access and have excellent customer service skills.

For a complete list of duties and responsibilities a job application may be obtained and returned to City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929.

Applications will be reviewed and interviews may be conducted, beginning March 5, 2021.

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

Lisa Von Barga
Borough Manager

KSTK Please announce from February 25, 2021, until further notice
SENTINEL Please publish on March 4th and March 11th, 2021

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