

Accounts Payable / Receptionist

Growing 30-year telecommunications engineer, furnish & install (EF&I) company is seeking an experienced accounts payable clerk / receptionist. We are recognized throughout Alaska for our expertise in providing voice and data communications infrastructure via satellite, microwave, and fiber optics to urban and remote locations.

We are looking for a dependable self-starter who can demonstrate the following qualifications:

- Working knowledge and understanding of accounts payable processes
- Proven ability to run a receptionist's desk; includes excellent customer service
- Proficient in filing
- Sense of humor

Successful candidate will enjoy working for a small company (and all that that includes) yet are comfortable working with large company clients (and all that goes with big business). You enjoy diversity...in tasks, personalities and opinions. You are organized with an attention to detail. You can prioritize projects within the chaos.

Previous accounts payable and office experience required.

We offer excellent benefits and a professional, business casual, family friendly environment.

Salary DOE. Equal Opportunity Employer.

Interested candidates should send a resume with cover letter to Human Resources:

Fax: 907-562-3916

Email: hr@nstiak.com

No agencies.