

# North Pacific Fishery Management Council

Dan Hull, Chairman  
Chris Oliver, Executive Director



605 W. 4th Avenue, Suite 306  
Anchorage, AK 99501-2252

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Visit our website: <http://www.npfmc.org>

## VACANCY

### Administrative Assistant

This is an administrative support position for the **North Pacific Fishery Management Council**, performing a variety of wordprocessing, clerical, and secretarial tasks in support of the activities of the Council and its staff. Directly assists the Executive Director and Deputy Director in the administrative management of Council operations. Requires good working knowledge of office procedures and the ability to work with others in meeting deadlines, interpersonal skills, and computer skills including proficiency in Microsoft Office suite of software (Word, Excel, etc).

#### Example General Duties

1. Attendance to five Council meetings per year lasting ten days each.
2. Assist with meeting preparation/logistics and serve as Council secretary during meetings, and compilation of meeting summaries
3. Processing mail and incoming/outgoing correspondence.
4. Maintains all physical and electronic files and administrative records.
5. Answer phones and act as general public liaison.
6. Assist staff and Council members with necessary travel arrangements.
7. Assist with compilation of Council meeting agendas and associated Federal Register notices.
8. Assist staff with technical document preparation/compilation.
9. Other miscellaneous office duties as assigned.

#### Salary range/benefits

Council employees are not federal employees but are generally subject to applicable federal rules and eligible for Alaska Cost of Living Allowance/locality pay. Starting salary in the GS7/8 range (\$44,000 to \$52,000) DOE. Includes health insurance for employees and dependents, and participation in the State of Alaska Public Employees Retirement System (PERS).

#### Location

The Council office is located in Anchorage, Alaska. Travel will be required to attend meetings in other Alaska and Pacific Northwest locations.

#### To Apply

Deadline for application is **April 25, 2015**

Send resume and one page statement of interest to:

Ms. Gail Bendixen

605 West 4<sup>th</sup> Ave, Suite 306

Anchorage, Alaska 99501-2252

OR by email to [gail.bendixen@noaa.gov](mailto:gail.bendixen@noaa.gov)