



Vacancy Announcement

DATE: September 6, 2017

TO: All Qualified Applicants

FROM: Human Resources

RE: Data Entry Coordinator/Temporary

CLOSING DATE: Open Until Filled

Ravn Alaska is recruiting for a full time Data Entry Coordinator. This position will be located in Anchorage. This is a full time, temporary position that will last for a period of 6-9 months with potential for extension based on departmental needs. Schedule is normal work week, Monday through Friday, with potential for occasional exceptions based on organizational needs. Wage: \$12.00/hour

POSITION SUMMARY

The Data Entry Coordinator is responsible for data entry related to manuals and current publications within the organization. This position will be required to work with a high level of accuracy and efficiency.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- High level of data entry and word processing.
- Maintain focus while performing repetitive tasks for an extended period of time
- Work in a defined software program within guidelines established
- Follow all policies and procedures, reporting needed changes.
- Other duties as assigned and reasonable within the scope of this role may be assigned.

QUALIFICATION REQUIREMENTS

- High School Diploma or GED required
- Strong computer skills. Good communication skills, both written and verbal
- Ability to work independently, performs tasks of a detailed nature accurately within required timeframes, and adapt to fluctuating workloads.
- Exceptional organizational skills and ability to prioritize work.
- Ability to organize and maintain company records.
- Work independently and part of a team as needed.
- Ability to maintain confidentiality.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO Ravn Alaska, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401. No Phone Calls!

Ravn Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Ravn Alaska depends solely on your qualifications.