



Wild, Natural & Sustainable®

The Alaska Seafood Marketing Institute (ASMI), Department of Commerce, Community and Economic Development (DCCED) State of Alaska is seeking candidates for an Administrative Specialist.

This position is located in Juneau, Alaska and reports directly to the Finance Director of ASMI. The Administrative Specialist provides support for domestic and international programs within ASMI. The position is responsible for fiscal and administrative functions and is also a backup travel coordinator.

Responsibilities include:

- Create new fiscal year contracts for ASMI contractors for services rendered in support of all ASMI programs (retail, foodservice, technical, communications, international, administrative, and food aid).
- Implement ASMI's procurement policies and procedures for ordering items through a delivery order process and ensure that items are received.
- Obtain proper approval and supporting documentation for processing.
- Enter data into the Integrated Resource Information Systems (IRIS) processing of encumbrances, payments to vendors, travel reimbursements, journal entries, clearing AutoPay, etc.
- Backup for booking and reconciling travel authorizations for both domestic and international travelers to be paid within the timeframe of the Alaska Administrative Manual (AAM). This includes using the EasyBiz account to book travel. Track the Travel Authorization (TA) numbers in the log and reconcile AutoPay transaction to complete the final TA for clearing of AutoPay and final reimbursement to the traveler.
- Responsible for cellular phone updates, orders, disconnects through Service Desk Manager (SDM).
- Responsible for payroll data entry for entering timesheet information twice a month.
- Assist Accountant and International Team with compliance and supporting documentation to federal grant guidelines. This could include invoice printing, review, collecting and filing supporting documentation, preparation for audits, and light editing.
- Responsible for administrative support for other programs as needed.
- Provide phone/office coverage and other administrative duties as a back up to Executive Assistant.
- Create and maintain a desk manual for the position.
- Other duties as assigned.

Minimum Qualifications:

This position requires a high school diploma or equivalent with a minimum of three years' experience working in a professional office. Applicant must have the legal right to accept employment in the United States.

Additionally, successful candidates will demonstrate:

- Knowledge of state procurement rules
- Knowledge of IRIS accounting system
- Ability to multi-task and solve problems
- Attention to detail and strong organizational skills
- Skill in establishing and maintaining cooperative working relationships with state government employees and staff.
- Ability to effectively communicate orally and in writing.

State of Alaska Executive Exempt (XE) range 15 wage and benefits. Starting salary begins at \$51,156.

Please submit resume, three (3) references, and a cover letter outlining your qualifications as they relate to the above job description to: bmonagle@alaskaseafood.org.

Your cover letter must identify how you meet the minimum qualifications as well as address your knowledge, skills and abilities as they specifically relate to the position responsibilities outlined above. Your cover letter will be considered as a writing sample and will be used to determine which applicants will advance to the interview phase.

Applications must be received by 4 PM Alaska time December 28, 2016.

ASMI is an Equal Opportunity and Affirmative Action employer.