

Executive Secretary

Huna Totem Corporation based in Juneau, Alaska is hiring for an Executive Secretary position to work in its corporate office.

The successful candidate will be responsible for assisting the CEO and executive staff with a variety of office support functions including scheduling, answering phones, opening and distributing mail, filing, travel and lodging arrangements, and presentation development, etc.

Must have a minimum two years experience with the Microsoft Office Suite of programs, five years Administrative Assistant experience for senior corporate executives, high school diploma or equivalent, technical training totaling at least 2 years of college courses in office administration and/or an associate degree, and demonstrated 60 words per minute typing.

Benefits package offered.

Preference will be given to Corporation shareholders.

Resume and salary requirements must be received by 5 p.m. on Monday, March 31, 2008
– send to:

CEO
Huna Totem Corporation
9301 Glacier Hwy.
Juneau, AK 99801

EOE