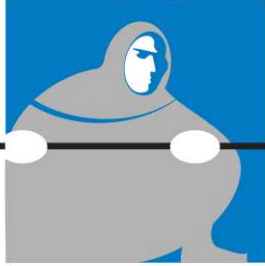


EYAK



THE EYAK CORPORATION

THE EYAK CORPORATION
360 W BENSON BLVD, SUITE 210
ANCHORAGE, AK 99503

On the hunt . . .

June 13, 2011

Administrative Assistant Job Description

REPORTS TO: Chief Executive Officer and Corporate Counsel

SUMMARY:

The Anchorage based Administrative Assistant will support the Chief Executive Officer, corporate office staff, and Board of Directors. The position will also serve the functions of office administrator and provide support to the Board of Directors and shareholder services. Attendance during normal work hours is important to this position. Normal works hours are Monday through Friday, 8am to 5pm with one hour lunch. This position is paid hourly non-exempt with occasional overtime hours.

DUTIES:

- Serve as the main point of contact for welcoming and screening of all visitors and telephone calls to the Anchorage office.
- Prioritize and manage multiple projects as assigned. Verify and report completion of projects.
- Provide assistance on Board projects and committees.
- Manage Board and office calendar of events and meetings.
- Coordinate and plan all board meetings and travel, shareholder meetings, employee events and various external events. This includes sending announcements, coordinating with board, shareholders, staff, vendors and others, arranging meeting rooms, layout, media system, media placement, banners, photographers, performers, equipment, door prizes, supplies, food, drinks and other services.
- Assist with public relations projects such as logo development, advertising design, pricing, banner display, company booth, etc.
- Maintain and update corporate website.
- Prepare, distribute and mail shareholder and employee newsletters, correspondence and dividend checks.
- Communicate with shareholders on various issues.
- Maintain forms and files pertaining to shareholders.

- Update and maintain shareholder database.
- Aid in solving a variety of shareholder issues.
- Maintain office supplies inventory, evaluate new office products and pricing, place and expedite orders for supplies, and verify receipt of supplies.
- Ensure operation of equipment by completing preventive maintenance requirements; follow manufacturer's instructions; troubleshoot malfunctions; call for repairs; maintain equipment inventories; evaluate new equipment and techniques.
- Administer company drug testing program. Coordinate all drug tests for both random, new hire and new elected. Update board and employee list for drug testing vendor.
- Aid in Human Resources duties by assisting in recruiting new staff, training, orientation, and other functions of employee needs as suitable.
- Address accounts payable and receivable on requested basis for backup.
- Document the process of the position's job duties. Train others on the position's duties.
- May conduct research, compile data and prepare papers for consideration and presentation to the CEO, staff and Board of Directors.
- Make travel arrangements for CEO, staff, and board.
- Support staff in assigned project-based work inclusive of general bookkeeping and administrative functions.
- Work cooperatively with other employees and board to achieve the company's mission.
- Perform other tasks as assigned.

QUALIFICATIONS:

- Three or more years' experience serving as an Administrative Assistant.
- Develop and maintain effective working relationships with staff, Board of Directors, shareholders, business partners, vendors and community.
- Strong organizational and project management skills with and attention to detail.
- Proficient in the use of Microsoft Office and Microsoft Windows computer.
- Possess a strong work ethic and work well under pressure.
- Excellent verbal and written communication skills.

PLEASE SUBMIT RESUME AND COVER LETTER AS FOLLOWS:

via mail:

The Eyak Corporation
Attention: Human Resources
360 W Benson Blvd, Suite 210
Anchorage, AK 99503

via email:

hr@eyakcorp.com

via facsimile:

(907) 334-6973