

Hammer & Wikan

is looking for

ADMINISTRATIVE MANAGER

Are you looking for a multi-faceted career with the ability to grow and develop your skills?

This position supervises the administrative team ensuring that accounting and office operations are performed in a competent and efficient manner and performs a wide array of administrative tasks. The successful applicant will be highly organized, have a positive, friendly attitude, as well as strong business and personal ethics.

A bachelor's degree in Business Administration or equivalent years of experience in a related field will have prepared you for this position.

Must have full-cycle accounting experience.

Wage Range: \$60,000 - \$75,000 DOE.

For a copy of the Job Description and to apply for this position please call: 907-772-4811, email: kcorrao@hammerandwikan.com, or stop by our Business Office above the Convenience Store. We would love to hear from you!

PROPERTY

Remote property for sale on South Wrangell Island (Thom's Place subdivision). 1.88 acres, waterfront. Lot 18 in block 2 in unit 3 of Alaska State Land Survey No. 81-234, Wrangell recording district. Phone or text 907-321-3240.

.....tfn7-14b36

FOR RENT

Cozy furnished apartment, second floor walk-up on Hammer Slough available for short-term weekly rental. For visiting professionals (including artists and teachers) and local family friends and relatives. Lovely view of Hammer Slough and Centennial Park. Washer and dryer on site.

1 BEDROOM

APARTMENT AVAILABLE at Mountain View Manor, Independent Living Retirement Community. Applications welcome for qualifying seniors, age 55+.

Mt. View Manor
PO Box 1530
Petersburg AK 99833

**907-772-3445**

\$450/week. 907-518-0545.
.....tfn9-8b42

For rent partially furnished studio apartment. \$850. per month all utilities included. Great view of Fredrick Sound. No pets. For info and an appointment to view, call 907-772-3279.

.....2x9-15b28

JOBS

Petersburg Borough has an opening for a full time Sanitation Operator at a starting wage of \$22.42 per hour, increasing to \$23.67 after 6 months, and \$24.92 after one year on the job. Possession of a Class A or B Commercial Driver's License is preferred but applicants with the ability to obtain the required CDL as soon as possible may be considered. A full job description and employment application can be obtained from the Borough's website at www.petersburgak.gov. Applications will be accepted at the front desk of the Borough offices, 12 S. Nordic Drive, or mailed to P.O. Box 329, Petersburg, AK, 99833, or emailed to bregula@petersburgak.gov. Open until position is filled.

.....2x9-15b112

Position Opening: Petersburg Medical Center has an opening for a Materials Assistant. The Assistant helps when/where needed to ensure the Medical Center has the needed equipment, stock, and supplies to operate. The job includes but is not limited to: Morning/Afternoon Mail – Meter all outgoing mail/packages and take to the post office. Deliver packages to correct departments. Receive, sticker, and put away new stock when it comes in using departments proper procedures. Position is part time with benefits, 20 – 25 hours per week. A high school degree with purchasing/procurement experience preferred, but not required. This job requires frequent bending, walking, and the ability to lift up to 50 lbs. The individual must be highly organized and task oriented. Position open until filled. Applications are available on-line at www.pmcak.org. Any questions, please contact 772-5719.

.....tfn9-8b132

Position Opening for a Laboratory Assistant in Petersburg Medical Center. Working within the laboratory as part of a two-member team of Laboratory Assistants & contributing to the department as a whole, the major tasks and duties are phlebotomy, drug screen collections, EKGs, clerical responsibilities, and general housekeeping. The position is 40 hours per week. High school graduate with experience in a clinic or hospital setting helpful. Knowledge of phlebotomy, medical terminology, and collections practices preferred. Laboratory Assistant must be a team player, able to work with an abundance of details. Organization skills and customer relations are required. Applications available at www.pmcak.org. Questions, contact 772-5719.

.....tfn9-1b103

CNA - OJT available at Petersburg Medical Center. We are now hiring highly motivated individuals who are interested in a career as a Certified Nursing Assistant (CNA). CNAs provide care to patients and LTC residents under the supervision of a nurse. Posi-

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tions are part time during the training with potential for full time employment after completion of the course and certification exam. Pay starts at \$17.25/hr (you will be paid during the training) and increases to \$20.00/hr once certified. A career at Petersburg Medical Center opens up many opportunities for growth in the healthcare field. For more information about the course, contact Traci Vinson (907-772-5740) or at tvinson@pmc-health.org. Applications may be completed online at www.pmcak.org or picked up at the business office. Contact Cindy Newman (772-5719) or at cnewman@pmc-health.org for employment requirements and benefit information.

.....tfn9-1b135

The Petersburg Police Department has an opening for a permanent full-time Police Officer. Applicants must be available to work all shifts (day shift, swing shift, and graveyard shift), holidays and weekends, and be able to attend out of town training. Starting wage is \$28.22 per hour increasing to \$31.35 per hour after one year of employment. A complete job description and employment application can be obtained from the Borough's website at www.petersburgak.gov. Applications will be accepted at the front desk of the Borough office,



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JOB OPENING

Receptionist @ OBI



- Part time hourly position
- Position is through the middle of November

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Telephone: 907-772-4294

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907-772-4258

12 S. Nordic Drive, emailed to bregula@petersburgak.gov , or mailed to PO Box 329, Petersburg, AK 99833, Attn:Human Resources, until position is filled.

.....tfn8-11b112

Position Openings for Kinder Skog Mentors. Kinder Skog Mentors will work under the Youth Programming Coordinator to implement the Kinder Skog program, an outdoor nature program that offers afterschool and summer programming for ages 5-12 years old. The Kinder Skog program is designed to help children gain an appreciation for the environment and to contribute toward a sense of stewardship towards it. The program curriculum inspires free nature play, enriches learning through multi-sensory experiences and Science, Technology, Engineering, Art and Math (STEAM) projects. In addition, the program aims to build connections within the community through service projects that will encourage children to grow into active participants within the community of Petersburg and stewards of nature. Mentors will assist in implementing the curriculum and be role models for prosocial behaviors such as effective communication, turn-taking, healthy risk-taking, and discussion of feelings/emotions. Positions are full time and part time, with benefits, wage dependent upon experience. Open until filled. Applications at www.pmcak.org . For more information, call (907) 772-5719.

.....tfn9-1b166

PIA is accepting applications for an ARP Coordinator/Special Administrative Assistant. M-F 6 hours per day. A full job description and application can be obtained at the PIA office located at 15 N 12th Street or online at pia-tribal.org/employment. Position open until filled. Native preference applies. Must be able to pass a pre-employment drug screen.

.....tfn7-14b59

Position opening for a Cook working in the Dietary Department at Petersburg Medical Center. the cook works to prepare appropriate meals, keeps work areas clean/sanitized, records necessary temperatures/information and does assigned prep work/cleaning chores. Full Time with benefits, may include weekends and some holidays. Wage dependent upon experience. Position open until filled. Applications are available at the PMC business office or on the hospital website at www.pmcak.org. For more information,

call 772-5719.

.....tfn7-7b78

Position Opening for a Medical Assistant, Certified Nurse Assistant (CNA) or Licensed Practical Nurse (LPN) at the Joy Janssen Clinic at Petersburg Medical Center. Position is a fast paced outpatient clinic. Must interact well with the public, have excellent communication and customer relation skills. Full time with benefits, 32-40 hours per week. Starting pay is dependent upon experience. Position open until filled. Applications available at www.pmcak.org. For more information call (907) 772-5719.

.....tfn5-12b72

Position opening for Dietary Assistant at Petersburg Medical Center in the Dietary department. Duties include cleaning the dietary area the employee break room, storeroom, dietary office, locker room/bathroom, kitchen, elevator and surrounding hallways. Pours beverages and sets up food trays according to diet lists; dismantles trays; washes all dishes and puts them away. Cleans the work area and assists with serving food or helping the cook as needed. Full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available on line at www.pmcak.org. For more information, call 772-5719.

.....tfn4-28b92

Alaska

FLOORCOVERING

259 Mitkof Hwy • 772-4333

Petersburg Borough is seeking a qualified professional to fill the Director position for our Fire/EMS/SAR Department. The Director is responsible to direct, organize and control all Fire Department activities, including the Emergency Medical Services and Search and Rescue branches of the Department. This position is also the Borough’s designated Emergency Manager and performs emergency assignments using the Incident Command System. This is a benefited position. The salary range is \$80,000 - \$88,000 and is dependent on the qualifications of the successful candidate. For an application and more information on the skills, qualification, and experience requirements and benefits, please review the job description on the Borough’s website at www.petersburgak.gov. To apply, please submit an employment application, a resume, cover letter, and three professional references to Becky Regula, Human Resources, via email at bregula@petersburgak.gov, or hand deliver to the main office at 12 South Nordic Drive, Petersburg, AK. Open until filled.

.....tfn8-4b154

Mountain View Manor Assisted Living Facility has an opening for a permanent, On-Call/Part Time Registered Nurse. The Nurse utilizes the professional principles of nursing, including basic physical assessment skills, in the development and implementation of individualized nursing care plans to ensure that the needs of the residents are met. The Nurse super-



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AMHS is on the lookout for focused, hard-working individuals for several full time, year round professional and entry level positions within our organization. Positions are available throughout Alaska in our administrative offices, terminal locations and onboard our vessels. Many AMHS positions do not require any prior maritime experience to apply!

Some of the positions we are currently recruiting for are:

- Passenger Service Workers; Stewards & Purser
- Unlicensed Engine Personnel; Oilers & Jr Engineers
- Licensed Deck Officers
- Able Bodied Seaman
- Marine Engineers

AMHS offers competitive starting pay along with progressive compensation plans for advancement to higher level positions. The State of Alaska offers a full benefit package including medical and dental insurance with optional family coverage, retirement benefits, vacation and personal leave that accrues with years of service.

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FerryAlaska.com/employment

vises and oversees the administration of medications and the maintenance of residents’ charts. This position is on call for up to 24 hours per week, plus will fill in during the absence of the regularly scheduled Nurse. On call compensation is \$120 per month; compensation for all hours worked is \$30.00 per hour. Please submit a completed Borough employment application and background check to bregula@petersburgak.gov or to the front desk of the Borough office, at 12 South Nordic Drive, or mail to P.O. Box 329, Petersburg, AK 99833.

.....tfn3-24b139

The Petersburg Police Department has an opening for a full time Dispatcher/Corrections Officer. Starting wage is \$24.95 per hour at Step C. Benefits include generous paid time off, holiday pay, retirement plan, health insurance and life insurance. No credentials required except a willingness to learn. Applicants must be available to work all shifts, holidays, and weekends, and be able to attend out of town training. Swing and graveyard shifts receive additional shift differential pay. Recruitment bonus of \$1250 at hire and \$1250 at 1 year of tenure. If you’d like to join our team go to www.petersburgak.gov. for a complete job description, employment application, and F3 application. Applications will be accepted at the front desk of the Borough office, 12 South Nordic Avenue, by mail at P.O. Box 329, Petersburg, AK 99833, or email at bregula@petersburgak.gov. For more information or to pick up an application, call Becky at (907) 772-5404.

.....tfn9-1b150

Mountain View Manor is hiring permanent Resident Assistants starting at \$19.17/hour. Recruitment bonus of \$900 upon hire and \$900 at one year of employment! No experience needed; we will train you. Available Shifts:

30hr swing/float, 32hr swing/float. Benefits include paid time off, holiday pay, retirement plan, health insurance and life insurance. If you are interested in joining our team, please submit a completed Borough employment application and return to the front desk of the Borough office at 12 South Nordic Drive, mail to P.O. Box 329, Petersburg, AK 99833, or email to bregula@petersburgak.gov. Go to www.petersburgak.gov for an application and complete job description or stop by the front desk of the Borough offices to pick up a copy.

.....tfn9-1b118

Position Opening for a Business Office – Admissions / Patient Financial Accounts Representative at Petersburg Medical Center. The Admissions / Patient Financial Services (PFS) representative will serve as a primary support to Petersburg Medical Center (PMC) patients regarding any concerns related to billing, self-pay balances, insurance payments, and all other patient financial matters. This position will also help in collection of patient payments, coordinating parent agreements and assisting in patient financial counseling. High school graduate, college helpful. This position requires some accounting knowledge and strong customer service skills. Good organizational, follow-through and communication skills are required. Evident/Cerner EMR experience preferred. Position is full time with benefits. Pay dependent upon experience. Applications available on-line at www.pmcak.org. Open until filled. Questions, please contact (907) 772-5719.

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Position opening in the Plant Operations department performing a Housekeeper at Petersburg Medical Center. The Housekeeper performs the cleaning of hospital and all of the departments within. The Housekeeper may cross train in Laundry as backup. The

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Housekeeping positions are physical jobs and the individuals must be able to lift, stoop, bend and clean. Full time with benefits. Wage dependent upon experience. Position open until filled. Applications are available at the PMC business office or on the hospital website at www.pmcak.org. For more information, call 772-5719.

.....tfn7-29b89

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.....2x9-8p10

SALES

Moving Sale, Fri., Sept. 16 and Sat. Sept. 17, 10a-3p. N. 4th & Fram Street.

.....2x9-15p13

MISCELLANEOUS

Newsprint Roll Ends - good for packing, table coverings, artwork. Pay by the pound. Available at Petersburg Pilot, 207 N. Nordic Drive

.....1x9-8dh

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NOTICES

Suicide Hotline: 800-273-8255