

WANTED

Southeastern Alaska Advertising Representative write—

**Tundra Times
Box 1287
Fairbanks 99701**

TUNDRA TIMES CLASSIFIED ADS GET RESULTS

**Charge: 45 c per line for first time,
35 c per line for each
additional time ad
appears. (Approximately
5 words to line.)
Minimum — 2 lines.**

HELP WANTED

OFFICE ASSISTANT

DUTIES AND RESPONSIBILITIES

Type correspondence and reports; maintain files; perform receptionist duties; answer telephone; assist in preparation of board meetings; operate PBX-switch board periodically.

QUALIFICATIONS

High School graduate or equivalent or business course. Working knowledge of PBX-Switchboard or desire to learn. Minimum of 2 years office experience or substitution of business/clerical courses on month to month basis, preferably in front office. Minimum of 50 words per minute accurate typing. Must be neat, punctual and have ability to make independent decisions.

SALARY: DOE

(Continued on Page 17)