

OFFICE MANAGER

KTVF is searching for a full time Office Manager. The successful candidate will be an effective communicator with a great sense of general business understanding and have the ability to be a resource for staff.

ABOUT THE STATION

KTVF/KXDF/KFXF are the NBC, CBS and MeTV/MyNetwork affiliated stations serving the interior of Alaska with award winning local news, great entertainment and public service to the Fairbanks community. KTVF and KXDF, our news producing stations, have been the launching point for many journalists and producers who have moved up in the ranks and are now successfully filling key roles in stations throughout the country. Supporting active staff is a large part of the Office Manager position. The successful candidate must be immediately responsive to all staff.

GENERAL RESPONSIBILITIES

Accounts Receivable
Accounts Payable
Human Resources
General office support

QUALIFICATIONS

Must be attentive and responsive while on duty, be dependable and able to work without supervision. Must be top notch support staff, able to assist other employees and communicate effectively with corporate staff.

■ Come join our dynamic team, apply online at <https://gray.tv/careers#currentopenings> by searching the station call letters (KTVF-TV) and attach resume.

Additional Info:

Gray Television provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Gray Television complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Gray Television expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge. GRAY TELEVISION, INC. PARTICIPATES IN E-VERIFY.