



Administrator

Location: Anchorage, Alaska
Company: JW Industries Group (JWIG)

Part-Time, Non-Exempt
Reports to: CEO

April 8, 2026

Schedule:

Monday to Thursday, 7:45am - 1:30pm
Friday, 7:45am - 12pm

Position Summary

The Administrator ensures the office runs efficiently, consistently, and in alignment with JW Industries Group standards. This role manages front office operations, internal coordination and accounting support, and administrative execution in a fast-paced environment. Exceptional communication, strong judgement, and the ability to follow direction as required.

Key Responsibilities

- Ensure the office is open and operational ready by 8:00am.
- Serve as the first point of contact with a confident, and professional presence.
- Answer phones in a friendly and professional manner.
- Manage calendars, meetings, and scheduling.
- Communicate clearly with leadership, staff, and external partners.
- Support payroll inputs and coordinate with accounting.
- Track invoices and follow up on accounts receivable.
- Maintain organized and accurate files.
- Support project tracking and reporting.
- Coordinate travel and logistics.
- Prepare professional correspondence.
- Manage office supplies and vendors.
- Support compliance for contracts.
- Follow established process and direction.
- Support onboarding and coordination with external IT services.

Minimum Qualifications

- Associate's degree or equivalent combination of education and experience.
- 8+ years of administrative experience in a business or contracting environment.
- Proficiency in Microsoft Office Suite.
- Comfortable using Apple hardware.
- Willingness and ability to learn Deltek project and accounting systems.

Required Skills + Experience

- Experience with Oracle, Sage, or similar systems.
- Experience with Microsoft Suites and calendars.
- Experience managing an office or senior administrative role.

- Experience in a deadline-driven environment.
- Experience supporting leadership and coordinating teams.
- Exceptional written and verbal communication.
- Strong prioritization and urgency management.
- High organization and follow-through.
- Ability to follow direction and execute.
- Professional presence.
- Ability to ask questions and move work forward.

Work Environment + Physical Demands

- On-site, professional office setting in Anchorage.
- Must be able to sit or stand for extended periods and lift up to 40 lbs.
- Overtime may be required based on project and client workload.

What We Offer

- Competitive salary
- Opportunity to shape workforce strategy across JWIG's national and multi-sector client base.
- Room for opportunities to grow scope, skills, and future title as JWIG expands.
- Professional development and mentoring.
- Influence across mission driven-sectors, including defense, aerospace, and governmental operations.
- Collaborative team culture centered on responsiveness, integrity, and excellence.