



JOB BULLETIN:

Human Resources Manager / Executive Assistant
Administration Department

The City and Borough of Wrangell is hiring a Human Resources Manager / Executive Assistant to support our Administration Department. This is a permanent, full-time, salaried position offering a competitive monthly salary ranging from \$6,050.63 to \$7,673.67 (Grade 30) and a full benefits package.

Applications will be accepted until 5:00 P.M. on Friday, February 28, 2025, with an initial review of candidates beginning on March 1, 2025. If no candidate is selected during this first review, the position will remain open until filled.

To apply, please submit a cover letter, résumé, and completed employment application. Applications may be sent via email to rmarshall@wrangell.com or delivered in person to City Hall at 205 Brueger St., Wrangell, AK 99929.

The full job description and employment application are available online at www.wrangell.com/jobs.

The City and Borough of Wrangell is an equal opportunity employer.

Thank you,

Mason F. Villarma

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Borough Manager