



ENVIRONMENTAL ENGINEERING, HEALTH & SAFETY

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Juneau: 119 Seward Street #10, 99801 907.586.6813 Fax: 586.6819

Fairbanks: 2400 College Rd, 99709 907.452.5688 Fax: 452.5694

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Drafting Technician / Information Technology Support

NORTECH is a growing *Sustainable Environmental Engineering, Health & Safety* (EEHS) firm with professional growth opportunities, health and retirement benefits, and a bonus incentive program. **NORTECH** has offices in Anchorage, Fairbanks and Juneau and is looking for self-starting, motivated individuals with strong interpersonal and team skills to support our professional staff.

We are looking for someone with expertise in AutoCAD and Microsoft Office (Word, Excel and Outlook). Knowledge of network administration, including Small Business Server 2003, and previous experience in an engineering consulting firm is also preferred.

To be considered for employment, you must have one or more of the following qualifications:

AutoCAD training and experience in the past 24 months through:

Drafting Technology Certificate Program,

Coursework related to a B.S. in Civil Engineering or other Engineering discipline,
or

1+ years experience drafting for an Engineering, Surveying, or Architectural firm

Information Technology expertise in the past 24 months through:

Information Technology Certificate Program

Coursework related to an Associate or Bachelor Degree

Microsoft Certified Professional

or

2+ years computer network or systems experience

Requirements: Interviews will include a 15 to 30 minute hands-on testing and/or demonstration of applicant's expertise on products described above. The successful candidate must have a valid State of Alaska driver's license and provide a Department of Motor Vehicles history prior to starting employment.

Location: Fairbanks, Alaska

Application Procedure: Please send your resume with salary requirements, references and any relocation requirements via e-mail to Alex Bowen (abowen@nortechengr.com). You may also send information via fax, (907) 452-5694, or by mail to: **NORTECH**, 2400 College Road, Fairbanks, AK 99709.