

Professional Business Services, Inc

807 G Street, Suite 200,

Anchorage, AK 99501

(P): 907.279.7679

(F): 907. 276.5758

(E): pbsjobs@alaska.net

(W): www.pbsjobs.com



JOB ORDER

DATE:	TYPE OF PLACEMENT: <input type="checkbox"/> Temporary <input type="checkbox"/> Temp-Hire <input type="checkbox"/> Permanent <input type="checkbox"/> Undecided
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COMPANY:	ORDERED BY:
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JOB LOCATION:

START DATE:	END DATE:	DATE EXTENDED TO:
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DEPARTMENT:	
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SUPERVISOR:	SUPERVISOR PH #:
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BILLING ADDRESS:	BILLING ATTN TO:
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JOB TITLE:

Description of Duties:

Required Experience/Qualifications:

General Skills	Specific Experience	Computer Skills	Specific Applications
		<input type="checkbox"/> Word Processing	
		<input type="checkbox"/> Spreadsheets	
		<input type="checkbox"/> Databases	
		<input type="checkbox"/> E-mail	

Required Education/Training:

Education Level	Specific Field of Study	Specific Skills/Experience	Specific Certifications/Qualifications
<input type="checkbox"/> HS Diploma/GED			
<input type="checkbox"/> Associate Degree			
<input type="checkbox"/> Bachelor Degree			
<input type="checkbox"/> Graduate Degree			

Additional Information (Benefits):

Insurance:
 Medical
 Vision
 Dental
 Life
 Disability
 Other Benefits:
 401(K)
 Vacation Pay
 Profit Sharing
 Sick/Personal Leave
 HOL Pay
 Other