

**Norton Sound Economic Development Corporation
Job Description**

Job Title: Northern Assistant Manager

Employee Name:	Duty Station: Nome, AK
Supervisor: Northern NSSP Operations Manager	Type of Position: Full-Time
Department: Northern NSSP	Benefits (Y/N): Y
Supervisory (Y/N): Y	Exempt (Y/N): Y
Date: February 2010	Salary Range:

Summary of Organization:

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 7,500 people in the Bering Strait Region of Northwestern Alaska. NSEDC is one of six Community Development Quota organizations in Alaska. The central office is located in Anchorage, Alaska, with various departments and offices located in Nome, Unalakleet, Savoonga, and White Mountain. The Northern Norton Sound Seafood Products (NSSP) Operations Manager's office is located in Nome. Community representatives to the NSEDC Board of Directions are located in each of the 15 member communities.

Summary of Job Responsibilities:

The Northern Assistant Manager is a position within NSSP reporting to the Operations Manager. This position will assist the Northern NSSP Operations Manager in all capacities of Northern NSSP Operations for crab, halibut, cod and other fisheries products, including but not limited to: marketing, inventory, reporting, production, tender operations, packaging & shipping; quality control, plant upkeep and maintenance; supervision of crew and continued improvement of Northern NSSP operations.

Supervision Received:

The position receives supervision from the Operations Manager who supervises work performance and gives work direction. This is a full-time permanent position with a greater amount of the responsibilities and effort concentrated between May and November.

Essential Job Functions and Responsibilities include the following. Other duties may be assigned.

Supervise processors and dock workers to insure coverage of processor positions on a day by day basis.

Train workers to safely work in their positions.

Ensure the finished product meets quality specifications.

Work with the Operations Manager, Station Managers, Plant Managers and Retail personnel to facilitate expansion and improvements of the Northern NSSP Operations.

Ensure filing of Fish Tickets and other reports as required.

Working with the Office Manager and Quality Control, responsible for completion of daily quality, production and shipping reports.

Assist with supervision and guidance of Northern Norton Sound plants and stations.

Assist with both the wholesale and retail sales.

Other duties as assigned.

Qualifications:

HACCP qualified.

Proven experience in seafood processing.

Knowledge of DEC regulations.

Alaska driver's license.

Experience in supervision, ability to work within a budget to produce a product to quality specifications.

Self-motivated to represent NSEDC within the region in a positive manner.

Resident of the region preferred with extensive knowledge of the member communities.

Excellent verbal and written communication skills.

Good computer experience and skills.

Knowledge, Skills and Abilities:

Knowledge of the Norton Sound region, regional fisheries and Community Development Quota organizations preferred.

Knowledge of processing operations especially related to sanitation.

Knowledge of safety regulations a plus.

Good supervisory skills with the ability to provide direction and motivate employees to produce a quality product.

Willingness to travel occasionally in-region by small aircraft.

Good verbal and written communication abilities.

Aptitude in using personal computers and business related software programs including Microsoft Excel, Word, Outlook and Adobe Acrobat. Knowledge of Great Plains a plus.