

**Norton Sound Economic Development Corporation**  
**Job Description**

**Job Title: Assistant Plant Manager**

Department: NSSP

Supervisor: Plant Manager

Supervisory: Yes

Grade: 10

Duty Station: Nome or Unalakleet

Type of Position: Regular/Full-time

Eligible for Benefits: Yes

FLSA: Non-Exempt

**Summary of Organization:**

The Norton Sound Economic Development Corporation (NSEDC) is a private nonprofit corporation representing 15 member communities and over 8,500 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 and Savoonga. Community representatives to the NSEDC Board of Directors are located in each of the member communities.

This position is required to successfully pass a post-offer drug screen and criminal history background check and is subject to reasonable cause and post-accident drug testing in accordance with NSEDC employee drug and alcohol testing policies. Where allowed by law, preference for employment will be given to residents of the Norton Sound region of Alaska. Knowledge of the Norton Sound Region, regional fisheries and Community Development Quota organizations is preferred for all positions.

**Purpose of Position:**

The Assistant Plant Manager is a position within NSSP reporting to the Plant Manager. This position is responsible for supervising production and packaging of seafood products at its assigned duty station.

**Supervision Received:**

The position receives supervision from the Plant Manager who monitors work performance and gives work direction. The position functions with limited supervision.

**Essential Job Functions and Responsibilities:**

- Supervise processors and dock workers to ensure 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.
- Assist with the logistics of receiving and tracking raw product at the plant and the shipping of finished product.
- Ensure filing of fish tickets and other reports as required.
- Assist in ensuring all monitoring and reporting are completed for permit and safety program compliance.
- Work with the Office Manager and Quality Control to complete daily quality, production and shipping reports.

- Assist with reports and applications for permits related to the operation of plant and retail store.
- Nome Duty Station: work with the Plant Manager and retail personnel to facilitate the operations of the retail store, including in-store and online/phone sales.
- Other duties as assigned

**Qualifications:**

- At least four years of seafood processing, management and fishing industry experience or an equivalent combination of applicable education and experience is required.
- Current HACCP certification or ability to qualify and obtain certification within first year of employment is required.
- Experience in retail sales, marketing experience, mechanical aptitude, and experience working with processing equipment, machinery and vehicles is also preferred.
- A valid driver's license and being insurable under NSEDC's automotive insurance is required.

**Required Supervisory Experience:**

At least 2 years supervisor experience is required.

**Knowledge and Skills:**

All employees should have the ability to follow policy, procedure and instructions, actively communicate with their supervisors to ensure understanding and manage their work accordingly and represent the company in a professional manner.

- Knowledge of customer services concepts and practices
- Knowledge of sanitation and safe food handling practices
- Knowledge of retail and marketing strategies for seafood products
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Skill in operating a personal computer utilizing a variety of software applications
- Skill in assessing and prioritizing multiple tasks, projects and demands
- Skill in reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations
- Skill in leading and supervising a team
- Skill in establishing commercially responsible prices and policies

**Physical Requirements**

- Use hands and arms to operate office or equipment
- Stand and/or walk more than half the workday
- Bend, stretch, twist, crouch and/or reach
- View electronic monitors for prolonged periods of time
- Use hands and arms for repetitive motion tasks
- Lift or carry unaided 25 to 50 pounds
- Push or pull using with more than moderate force

- See and hear with normal acuity

**Working Conditions**

- Work is conducted in a seafood processing plant.
- Overtime is required especially during the busy fishing season
- Some travel is required (less than 25% of the time).
- Travel is done via large aircraft.
- Travel is done via small (less than 16 passenger) aircraft.
- Work may be conducted outside in inclement weather conditions.

**Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Disclaimer**

*The information provided in this job description has been designed to indicate the general nature and level of work performed by employees assigned to this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*