

Norton Sound Economic Development Corporation
Job Description

Job Title: Office Manager

Department: Northern NSSP
Supervisor: Plant Manager
Supervisory: Yes
Grade: 6

Duty Station: Nome, AK
Type of Position: Regular/Fulltime
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 Office Manager is a position within Northern NSSP and is responsible for organizing and coordinating office operations and procedures, and day-to-day management of the retail store. This position will work closely with the Human Resources and Accounting Departments, and will be responsible for processing all new-hire paperwork for NSSP, maintaining fish ticketing, working with fishermen in the distribution of various applications and paperwork, ordering, and retail operations.

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

- Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency
- Manage retail area and its staff to ensure positive customer service and process local, phone and internet sales. Assure proper sale and accounting for local, phone and internet sales of NSSC retail products and merchandise
- Ensure timely and accurate filing of fish tickets and other reports as required
- Ensure all new hire, termination forms and other required human resources forms are completed timely and accurately for the seasonal workforce.
- Ensure time entries are completed accurately for all Northern NSSP employees within prescribed deadlines and coordinate payroll tasks with the Accounting department

- Ensure supply, and retail orders are filled, shipped and received and inventoried in a timely manner
- Assist with the logistics of transporting NSSP products from Nome to customers
- Assist fishermen in the acquisition of forms and applications required to participate in Norton Sound fisheries
- Accurately post markups and markdowns, store use of merchandise, voids, over-rings and no-sales, and any bad-merchandise write offs within company guidelines and follow company policy with regard to excessive cash in registers, change box, and safe
- Ensure coolers, store shelves, and displays are fully stocked and fronted at all times and cleanliness of retail, break area and common areas of plant
- Other duties as assigned

Essential Duties and Responsibilities:

At least 4 years of applicable experience is required. A valid Alaska driver’s license required. Alaska Food Worker Card is required within 30 days of hire.

Required Supervisory Experience:

At least 6 months of supervisory 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 multi-line telephone systems operation
- Knowledge of basic purchasing processes
- Knowledge of filing procedures
- Knowledge of basic principles of accounting, office methods, procedures and equipment
- 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 leading and managing staff effectively

Physical Requirements

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

Working Conditions

Work is conducted in a Seafood Processing Plant

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 _____