

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

**Job Title: Assistant Plant Manager**

Department: Southern NSSP  
Supervisor: Plant Manager  
Supervisory: Yes  
Grade: 10

Duty Station: Unalakleet, AK  
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 8,700 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 will assist with the general supervision of all plant operations including production, quality control, maintenance, receiving and shipping. A high focus on continuous improvement to maximize productivity and minimize costs is a key responsibility of the position.

**Supervision Received:**

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

**Essential Job Functions and Responsibilities:**

- Assist Plant Manager to manage all plant operations and production activities at the seafood plant and other assigned facilities, including buying stations.
- Supervise processors and dock workers to ensure coverage of processor positions on a day-by-day basis.
- Work closely with the Safety Manager to ensure all employees are aware of safety policies to provide a safe workplace.
- Establish, maintain, and monitor production standards and procedures to ensure product quality specifications are being met.
- Assist with 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, discharge and shipping reports.
- Assist with annual reports and applications for permits related to the operation of the seafood plant.
- Other duties as assigned

**Qualifications:**

A Bachelor’s Degree in Business Administration or a related field and at least 4 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 logistics, regulatory compliance, mechanical aptitude, processing equipment, machinery and vehicles is preferred.
- A valid driver’s license 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 seafood product forms, and processing and packaging methods and norms
- 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 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 less than 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
- Extended work hours (including weekends) are required as needed during the busy summer fishing season.
- Some travel is required (less than 25% of the time)
- Travel may be done via large or small (fewer 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 description has been designed to indicate the general nature and level of work performed by employees within 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.*