

Norton Sound Economic Development Corporation
Job Description

Job Title: Office Manager

Department: Southern NSSP
Supervisor: Plant Manager
Supervisory: Yes
Grade: 8

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 Office Manager is a position within Southern Norton Sound Seafood Products (NSSP) and is responsible for organizing and coordinating office operations and procedures. This position works closely with the Human Resources and Accounting departments and will process all new hire paperwork for Southern NSSP, maintain fish tickets, order and inventory supplies, and work with fishermen in the distribution of various applications and paperwork.

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.
- Ensure timely and accurate filing of fish tickets and other reports as required, including those from remote buying stations.
- 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 Southern NSSP employees, including remote buying stations, within prescribed deadlines and coordinate payroll tasks with the Accounting department.
- Assist fishermen in the acquisition of forms and applications required to participate.
- Supervise seasonal Southern NSSP office staff.
- Other duties as assigned

Qualifications:

High school diploma or equivalent and at least 4 years applicable work experience is required.

- Food Worker Card is required.
- A valid driver's license is required.

Required Supervisory Experience:

A minimum of 6 months 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 basic principles of accounting, office methods, procedures and equipment
- Knowledge of customer service and retail principles, procedures and methods
- Timely, responsible and good planning and organizational skills
- Ability to lead and manage staff effectively
- Skill in filing procedures
- Skill in operating office equipment
- Skill in oral and written communication
- Skill in establishing and maintaining cooperative working relationships with others
- Aptitude and training in using personal computers and business-related software programs, including eLandings, Microsoft Excel, Word, Outlook and Adobe Acrobat. Knowledge of Great Plains a plus

Physical Requirements

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

Working Conditions

- Work is conducted in both a standard office environment and in a seafood processing plant.
- Extended work hours (including weekends) are required as needed during the summer fishing season.
- Minimal travel is required (less than 10% 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 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.