



**KUUKPIK CORPORATION  
POSITION DESCRIPTION  
JOB OPENING**

**POSITION:** Nuiqsut Office Receptionist  
**DEPARTMENT:** Administration  
**LOCATION:** Nuiqsut, AK  
**OPENING:** February 17,2022  
**CLOSING:** Until Filled  
**PAY RATE:**  
**REPORTS TO:** Nuiqsut Office General Manager

The purpose of this position is to provide support to Kuukpiik Corporation office personnel and executives, including basic office functions, filing, answering and directing calls, greeting and directing visitors, and

**EMPLOYMENT CLASSIFICATION**

The position of Nuiqsut Office Receptionist is a regular, full-time, non-exempt position as defined in the Kuukpiik Corporation Employee Handbook.

**RESPONSIBILITIES**

- Answers and route incoming phone calls, promptly, accurately, and courteously. Take messages as needed if appropriate personnel are unavailable.
- Obtain information for and from the public (customers, visitors, and other interested parties).
- Distribute/route office mail as needed. Prepare regular and bulk mailings.
- Welcomes on-site visitors, determines nature of business, and announce visitors to appropriate personnel.
- Provide basic clerical support to the office personnel by performing such task as routine typing, fi ling, copying documents, scheduling appointments, routes publications, and files correspondence and other records.
- May be responsible for data, information, and office equipment.
- Assist office departments and other managers/supervisors and staff with other related and task and duties as needed.
- Monitors visitor access
- Updates appointment calendars
- Orders, receives, and maintains office supplies
- Answer questions about the organization and provides callers with address, directions, and other information as needed.
- Other duties as assigned

## **QUALIFICATIONS**

- High school diploma or equivalent
- Computer skills-word, Excel, and internet
- Professional Reception experience
- Effective communications skills, written and oral
- Ability to work independently and with minimal supervision
- Bilingual proficiency in English and Inupiaq preferred

## **SALARY**

Negotiable, based on demonstrated abilities and qualifications (DOE) (DOQ)