

## KUUKPIK CORPORATION POSITION DESCRIPTION

**Position:** General Manager, Nuiqsut Office  
**Department:** Operations  
**Location:** Nuiqsut, AK  
**Reports to:** CEO

**Responsibilities and Duties:** Manage daily operations for the Kuukpik Corporation's Nuiqsut office including all human resource (HR) responsibilities as assigned by the CEO with exception of the Land Manager position.

- Serve as the primary point of contact for Nuiqsut office for all corporate operations in Nuiqsut.
- Assist with implementation of Kuukpik strategies for development and growth.
- Maintain effective communication with Kuukpik Board and Management.
- Recruit, hire, train, and supervise all Nuiqsut office personnel with exception of the Land Manager and other positions as determined by the CEO.
- Manage Kuukpik's Nuiqsut-based field work, including Subsistence Representatives and Ice Road Monitors.
- Conduct employee evaluations and follow through as needed.
- Coordinate and facilitate any required certifications or testing for open positions including HazMat training and drug and alcohol testing as required.
- Manage Nuiqsut office personnel schedules and maintain personnel files.
- Participate in Kuukpik Corporation's annual budget process for Nuiqsut office operations.
- Other duties as assigned by the CEO.

### Qualifications

- Knowledge of the community and culture
- Strong understanding of business operations
- High School diploma or equivalent
- Experience managing personnel, including recruitment
- Strong oral and written communication skills
- Able to work independently with minimal supervision and productively with other staff
- Must have a valid driver's license

**Employment Classification:** The position of General Manager is a regular, full-time, exempt position as defined in the Kuukpik Corporation Employee Handbook.

**Salary:** Negotiable, based on demonstrated abilities and qualifications