



Nanuq, Inc. is seeking an Employment Coordinator in Nuiqsut, Alaska.

This position is responsible for the general recruitment and employment of qualified Kuukpik corporation shareholders, permanent Nuiqsut Residents, and other North Slope Residents, for Nanuq.

Responsibilities and duties include:

- Administer Nanuq's job referral and screening program, including advertisement, hiring procedures, and applicant qualifications;
- Assist in the development of an employee job talent bank;
- Receive and process employment applications;
- Search for qualified candidates with shareholder & resident preference;
- Pre-screen candidates for job referral;
- Compile list of qualified candidates for referral to hiring supervisors;
- Assist in developing and implementing employee training and development programs;
- Maintain personnel data bank file,
- Coordinate Nuiqsut based drug and alcohol testing.
- Produce regular, periodic written reports and forward to the main office with updates on all employment placements.
- Maintain employee job descriptions.
- Travel to other NSB villages to recruit additional employee candidates.
- Assist with job fairs.
- Other duties as assigned

Qualification and Experience:

- High School Graduate or GED minimum.
- Experience in Human Resources is desirable.
- Should be a quick learner and open and flexible to new concepts and situations.
- Must be committed to working closely with individual Kuukpik Shareholder employees and other local hire employees in the resolution of issues, which may arise.
- Good writing skills for submittal of monthly or other periodic reports is required.
- Hourly position with benefits.
- Must be a resident of Nuiqsut – Kuukpik Corp shareholder preferred.
- Must pass drug test
- Salary DOE.

Please submit resume to Coordinator@nanuginc.com.