**Job Announcement**

**Executive Services Administrator**

**Open till position is filled**

Are you a “*people*” person who enjoys serving your community? Do you have excellent administrative skills and are looking to work in a small, family-oriented office? Shaan Seet, Inc. may have the job for you!

Shaan Seet, Inc. is an Alaskan Native Village Corporation located in Craig, Alaska. We have 625 shareholders, over 100 tenants between our trailer court and other rentals, a boat storage yard, a growing rock business and a thriving hotel. Shaan Seet is governed by a community minded, 7-member Board of Directors. It’s managed by a small office with 4 dedicated office co-workers (once you join us) and the President/General Manager who’s in and out, but often *in* the office. Then there’s the rock and maintenance team. There’s 4 of them, they track mud into the office on a regular basis, take care our properties, deliver rock, run big equipment and whatever else we need. We all pull together to get the job done, which means we all wear more than one hat from time to time. You’ll start out just right, wearing 3 hats from the get-go. There’s seldom a dull moment, which makes the job challenging and fun.

As Executive Services Administrator you will find great fulfillment working with shareholders (hat #1) and tenants (hat #2). You’ll be conveying clear and concise information; helping them understand their rights, responsibilities and solving problems. You’ll find learning about the corporation and serving the Board (hat #3) a very rewarding part of your job. Keeping good records for all of them can be a chore, but *so* satisfying when you can find what you’re looking for!

If you think you’re the right person for this job, there’s a complete job description available for your review. Feel free to call Gail Slentz at the office (907) 826-3251 with any questions you may have. The next step is to fill out an employment application and send it to us with a cover letter and resume.

Work Hours: 8am – 4pm, Monday – Friday

Wage: DOE $18.00 - $22.00 per hour (Raises for stellar employees after 60 days of training is our tradition)

We’re looking forward to hearing from you!

(907)826-3251 \* gslentz@shaanseet.com \* [www.shaan](http://www.shaan)seet.com