



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
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**JOB ANNOUNCEMENT**  
**Assistant Business Manager**  
**Part-Time, Non-Exempt**

**Purpose:** The Craig Tribal Association, a federally recognized tribe, is recruiting for an Assistant Business Manager. This is a part-time, non-exempt position, and pursuant to P.L. 93-638, Indian Preference will apply. The Assistant Business Manager will be to work on weekends, and a few days during the work week. They will also be responsible for housekeeping, monitor Res Nexus; hotel software, send invoices, check guests in and out, on-call for guest needs, respond to guest inquires. Will assist Business Manager in directing and managing all aspects of the Business operations to obtain maximum sales and gross profits through effective utilization of resources and is responsible for the efficient operations of the Businesses.

The Business Manager is directly accountable to the Tribal Administrator.

**Qualifications:**

1. **Customer Service Skills:** The ability to interact with customers, employees and vendors to ensure smooth transaction in a friendly and positive manner.
2. **Communication Skills:** Writing and speaking competency to ensure successful interactions with the public, employees and vendors.
3. **Leadership Skills:** The ability to resolve conflicts and make difficult decisions when necessary while keeping employees motivated and organized.
4. **Management Skills:** Monitor staff performance, ensuring the business is running well and guests are happy. Ensure company standards for housekeeping, décor and guest services are met.
5. **Time Management Skills:** The capacity for creating schedules and making sure daily responsibilities are met.
6. **Basic Math Skills:** The ability to develop and successfully follow a budget and develop proper documentation for payments.
7. **Analytical Prowess:** The ability to be a good judge of character is needed to solving problems during work hours.
8. Ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

**Benefits:**

- Health Benefit Stipend
- Leave Benefits

**POSTING DATE:** 9.30.24

**CLOSING DATE:** Open until filled.

**Salary Range:** \$17.25 – 18.99/hr. DOE.

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER.**

Applications may be electronically submitted to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org) or drop at our offices at 505 Front Street.