



Craig Tribal Association  
P.O. Box 828  
Craig, AK 99921  
PH: (907)826-3996  
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## Job Announcement

**Position Title:** Office Manager  
**Department:** Administration  
**Employment Type:** Full Time, Exempt  
**Salary:** \$60k– \$75k

### **Position Overview:**

The Craig Tribal Association (CTA) is seeking a dedicated and organized **Office Manager** to oversee daily office operations, and manage administrative functions. This role is essential to ensuring smooth operations while supporting the cultural and community-focused mission of the CTA. *If you are passionate about tribal governance, cultural preservation, and serving your community, we encourage you to apply.*

### **Responsibilities:**

- Supervise office staff, conduct evaluations, providing mentorship and fostering a collaborative work environment.
- Oversee day-to-day operations, scheduling, and record-keeping.
- Maintain compliance with company policies, state, and federal regulations.
- Scan, organize, and maintain confidential records and documents.
- Conduct interviews, maintain job descriptions, and personnel files, etc.
- Make travel arrangements, travel packets, and travel files.
- Complete other duties as assigned.

### **Minimum Qualifications & Skills:**

- Experience in Business Administration, Management, or a related field (preferred)
- 3-5 years of experience in office management, human resources, or administrative roles.
- Strong organizational, leadership, and communication skills.
- Computer knowledge; proficiency in Microsoft Office software, spreadsheets, etc.
- Ability to manage multiple projects, prioritize tasks, and work independently.
- Basic record-keeping techniques.
- Must be able to lift up to 50 lbs.

**Benefits:** Health Benefit Stipend, Paid Time Off, and Retirement.

Posted: 1.02.25

Closing Date: Open until filled

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT UA AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ ALASKA NATIVE PREFERENCE APPLIES.

Applications may be submitted to the tribal offices: 505 Front St, Craig AK or email to [assttribaladmin@craigtribe.org](mailto:assttribaladmin@craigtribe.org)