



Craig Tribal Association
P.O. Box 828
Craig, AK 99921
PH: (907)826-3996
Fax: (907)826-3997

Job Announcement
Business Manager
Full-Time, Exempt

The Craig Tribal Association, a federally recognized tribe, is seeking a qualified candidate for the position of Business Manager. This is a full-time, exempt role. The Business Manager will oversee and manage all of the business operations, aiming to maximize sales and gross profits through the efficient use of resources. This role ensures smooth and effective operational performance and reports directly to the Tribal Administrator.

Qualifications:

- **Customer Service Skills:** The ability to interact with customers, employees, and vendors to ensure smooth transactions in a friendly and positive manner.
- **Communication Skills:** Writing and Speaking competency with the public, employees, vendors, and the Tribal Administrator.
- **Leadership Skills:** The ability to resolve conflict and make difficult decisions, when necessary, while keeping employees motivated and organized.
- **Management Skills:** Monitor staff performance, make sure the business is running well, guests are happy, and company standards for housekeeping, décor, and guest services are met.
- **Time Management Skills:** The capacity for creating schedules for self and staff
- **Computer Knowledge:** Proficiency in computer skills is required for online guest scheduling, maintaining business documentation, and managing payment systems.
- **Cultural Competence:** Demonstrated ability to work effectively with individuals from diverse cultural, ethnic, and socio-economic backgrounds, with a foundational understanding of Native American communities and a consistent commitment to cultural sensitivity.

Benefits:

- Health Benefit Stipend
- Retirement
- Leave Benefits

Posted: 07/10/2025

Pay Range: \$50,000-\$65,000 DOE

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 hr@craigtribe.org