

JW Industries

Group

JOB TITLE	General Manager	LOCATION	Anchorage/SE Alaska
TYPE OF POSITION	Full-Time, Regular	SCHEDULE	M-F, 8am-5pm
FLSA STATUS	Exempt	REPORTS TO	Chair and President
SUPERVISES		DATE POSTED	10/22

SUMMARY:

The Corporation is the Alaska Village Corporation established under the Alaska Native Claims Settlement Act of 1971. With over 700 shareholders, the Corporation is a diversified company, involved in natural resources, forestry products, hydroelectric generation, tourism and construction.

POSITION SUMMARY:

The General Manager will work closely with the Board of Directors to manage the performance of corporation businesses, land development, Shareholder support, and overall business affairs to generate sustainable profits. The General Manager reports directly to the Chairman of the Board and President of the corporation and is responsible for monitoring operations insuring timely delivery, effective completion and efficiency in time, hours and costs. The General Manager is responsible for business development, joint venture partnerships, budgeting, financial reporting, Shareholder support and exceptional and professional communication and leadership.

DUTIES:

- Develop corporate strategy and establish long and short-range goals and objectives to build revenue for the corporation based on corporate vision, mission and policies.
- Direct, plan, or implement objectives, or activities of the corporation or businesses to ensure continuing operations, to maximize returns on investments, and to increase productivity.
- Analyze operations to evaluate performance of a company or staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Provide oversight of management team.
- Report regularly to the Board and annually/semiannually to Shareholders concerning the status of business performance and administrative and Shareholder related matters.
- Perform duties in accordance with applicable corporate policies, contract terms, and Board directives.
- Provide budgets for approval, including those for funding or implementation of programs.
- Direct or coordinate the corporation’s financial and budget activities to fund operations, maximize investments, or increase efficiency.
- Ensure the corporation has effective policies, operating procedures and performance standards.

- Develop and maintain an effective Shareholder Development plan to maximize the employment of qualified Shareholders within the Corporation's family of companies.

REQUIRED QUALIFICATIONS:

- Bachelor's degree.
- Minimum of eight (8) years of related experience.
- Minimum of eight (8) years of supervisory experience.
- Experience working with Alaska Native Corporations and their Boards.
- Ability to pass required background checks for government contracting.
- Valid Alaska driver's license.

DESIRED QUALIFICATIONS:

- Experience with Government Contracting, Service Contract Act, Davis Bacon, Union CBA's and job costing beneficial.
- SBA 8(a) experience.
- Timber and hydroelectric industry experience.

REQUIRED SKILLS:

- Strong managerial and interpersonal skills; ability to hire, motivate and develop leadership.
- Strong organizational skills.
- Experience and ability to work closely and respectfully with the Board of Directors.
- Possess a strong work ethic and work well under pressure.
- Excellent verbal and written communication skills.
- Ability to multi-task and provide leadership to staff and subsidiary managers.
- Strong understanding of political and cultural history of ownership of the corporation.

WORKING ENVIRONMENT:

The majority of work is performed in a professional office setting with a wide variety of people with differing functions, personalities and abilities.

PHYSICAL DEMANDS:

The work is generally sedentary, requiring routine walking, standing, bending and carrying items weighing less than forty pounds. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMMODATION:

It is our practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

PREFERENCE STATEMENT:

The Corporation grants preference to qualified corporation Shareholders first, and second to qualified shareholders of other Alaska Native corporations that grant a similar preference in all phases of employment and training, which include, but are not limited to hiring, promotion, layoff, transfer, and training. This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

APPLICATIONS MUST INCLUDE TWO WRITING SAMPLES AND A COVER LETTER.