



SUMMER JOB ALASKA – NANNY & PERSONAL / ADMIN ASSISTANT

Wild Alaska Salmon & Seafood Co. is a small privately owned commercial salmon fishing and processing operation located in the remote region of Bristol Bay, Alaska. We catch process and directly sell our own salmon, shipping fresh fish as well as blast freeze processing throughout the season. We are currently looking for a seasonal/full-time nanny & personal / admin. assistant to the owner that manages all aspects of operations and staff to be part of our 2016 summer season.

JOB DESCRIPTION

- Nanny of our 2 year old son. Keep a basic daily schedule; meals, playing/learning/practicing skills, bathing, naps/bedtime, etc.
- Admin Tasks. Daily office duties include; coordination, tracking and reporting for fishing totals, logistics and follow-up of orders being shipped, deliveries to airport, human resources and other general office duties as well as opening/close-up tasks in the office, house and processing facility.
- Other duties consist of floating to cover any and all tasks as needed which include; assisting our cook with food prep, housecleaning, laundry, errands, organizing supplies, etc. (This includes our processing facility as well)
- Work days are 7 days p/ week approximately 12-16 hours p/day as needed.
- Position will be on call ready to work at any time for the entire duration they are employed.

REQUIREMENTS

- Provide Identity and Employment Eligibility
- Authorization of Criminal Background Report
- No history of violent crime or theft
- No Felonies
- Authorization of Driving History Report
- Clean Driving record, No DUI's
- Must provide references
- Non-smoker
- Must be in good physical condition
- Work approx. 12-16 hours daily, 7 days p/week.
- Must be professional on the phone, office/computer skills required & experienced with children
- Able to multi-task, prioritize tasks, understand urgency and how to be efficient
- Self-motivated and able to work long hours continuously
- Get along well in a group setting with others

WORK CONTRACT

- Hired as W-2 employee
- Sign Employee Contract
- Pay is at the end of the contract term
- Contract term is approx. 60 days from about June 5th – August 5th
- Pay will be flat daily rate of \$100-125 p/day based on experience and performance.
- Work availability is assumed everyday 7 days p/week, 24/7 for the entire time unless otherwise notified.
- Paid only for days worked, no sick days, etc.
- Wild Alaska Salmon pays for round-trip airfare to and from closest major home airport and hiring point of King Salmon, AK. (This is the town where we are located)
- All Transportation upon arrival is included
- Room and board is included
- No alcohol, drugs or guns allowed anywhere on our property

ROOM & BOARD

- Living quarters are bunkhouse style and include; shower house/bathroom, laundry facilities and dining/common area.
- You will not have any privacy at all!
- All meals are prepared and provided daily
- Basics bedding and towels are provided
- Telephone (land line), TV and very limited internet available.
- Cell Phones; Verizon customers will have some available cellular service; otherwise your cell phone will not work.
- NO ALCOHOL, DRUGS OR GUNS ALLOWED ON OUR PROPERTY!!

LOCATION

We are located in remote Alaska and not connected to the state highway system. The connecting towns of King Salmon and Naknek are located approx. 300 miles southwest of Anchorage on a 16 mile stretch of highway (that is the only paved road). Our bunkhouses and processing facility are located in the middle of both of these towns, so not in walking distance of anything. Everything has to be flown in or come in by barge which makes it very expensive. Therefore, it is advised based on our location for each individual to bring any necessities they require (medicine, gum, etc.)

WEATHER

The weather can vary from 40 degrees and rainy to 80 degrees and sunny in the same day. Dress in layers, durable clothing only. Also, there are a lot of mosquitos if it is warm and sunny.

Please email work history, skills and references to: heather@wildalaskasalmonandseafood.com

Website: www.wildalaskasalmonandseafood.com