

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION



JOB TITLE: Receptionist
REPORTS TO: Executive Director
SUPERVISORY: No
SALARY: \$24 - \$29/hr
WORK SCHEDULE: 9:00am to 5:00pm Monday - Thursday, 9:00am - 12:00pm Friday
POSITION TYPE: Non-Exempt
DATE: August 6th, 2026

ABOUT US:

The Native Village of Nuiqsut is dedicated to supporting our Tribal Citizens and strengthening our future. We work together to protect our subsistence way of life, provide quality services, and support initiatives that benefit our community. As we continue to grow, we remain committed to honoring and preserving the rich cultural heritage of the Nuiqsut People.

POSITION OVERVIEW:

We are seeking a reliable Receptionist to manage the front desk, answer phones, and provide excellent customer service. This role is the face of the Tribe and ensures smooth daily operations.

KEY RESPONSIBILITIES:

- Answer and direct phone calls promptly and professionally.
- Greet visitors and provide assistance or direct them to the appropriate staff.
- Maintain a clean and organized reception area.
- Handle incoming and outgoing mail.
- Assist with basic administrative tasks as needed and perform other duties as assigned to support office operations.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent.
- Strong communication and interpersonal skills.
- Basic computer skills (Microsoft Office preferred).
- Ability to maintain confidentiality and professionalism.
- Dependable attendance and willingness to learn.

BENEFITS:

- Medical, Vision and Dental
- Short and Longterm disability
- 401(k)
- Child Care Assistance

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

This is a full time grant funded position to carry out specific program goals that are contingent upon renewal of grant.

Please provide a resume AND complete application to hr@nvnuigsut.org.