

# NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

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**JOB TITLE:** Receptionist  
**REPORTS TO:** Executive Director or Designee  
**SUPERVISORY:** No  
**SALARY:** \$24 - \$29/hr  
**WORK SCHEDULE:** 9:00 am to 5:00 pm Monday through Friday  
**POSITION TYPE:** Non-Exempt  
**DATE:** November 13, 2025

## 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

Native preference: The Native Village of Nuiqsut is an equal opportunity employer and, in accordance with P.L. 93-638, will give preference to equally qualified Alaska Native and American Indian candidates. To qualify, applicants must provide proof of AN/AI status with their application.

Barrier crimes: All applicants must meet and, during the term of their employment, continue to meet all applicable criminal background check requirements and character standards under the terms of the Alaska Barrier Crimes Act ("ABCA") at AS 47.05.300 et seq. and the regulations at 7 AAC 10.900 - 7 AAC 10.990. Applicants must not have been charged with, convicted of, found not guilty by reason of insanity, or adjudicated as a delinquent for or to any crime that would prevent from providing services under ABCA as specified at 7 AAC 10.900 - 7 AAC 10.990. Applicants will notify the Native Village of Nuiqsut immediately upon being charged with any such crime prohibited under ABCA.

**NATIVE VILLAGE OF NUIQSUT IS AN ALCOHOL AND DRUG FREE WORKPLACE.**

The Job Description reflects Native Village of Nuiqsut's best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract.

Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Date