

Anchorage: Executive Assistant – Afognak Native Corporation

Afognak Native Corporation seeks an Executive Assistant to provide comprehensive support of a complex nature to the Board of Directors, CEO, executive staff, and Board Support staff in fulfilling the needs and requirements of the Board of Directors in their governance roles and responsibilities. The Executive Assistant serves as a liaison to the board and senior management teams while managing sensitive matters with a high level of confidentiality and discretion.

Duties include managing corporate calendars, maintaining accurate Board records, processing expense records, and coordinating and managing meeting logistics and travel reservations.

This position requires dependability, punctuality, attention to detail, impeccable organizational skills, and a professional and friendly demeanor. Experience with Alaska Native Corporations is not necessary, but strongly preferred. High School diploma or GED required (college or other advanced degree or paralegal certificate preferred).

Please visit <https://tinyurl.com/sr6xxufp> for a full job description and to apply. Please direct any questions to Teresa Ridle, VP of Administration & Afognak Deputy General Counsel, tridle@afognak.com or (907) 222-9525.