

# **WANTED**

## **Seasonal Office Manager, King Salmon** **Bristol Bay Science and Research Institute (BBSRI)**

Help us turn piles of these...



into something a little more useful...



The Bristol Bay Science and Research Institute is a local research organization based in Dillingham. The Institute conducts several fisheries projects around the Bay region each summer. We are searching for a motivated and capable person to assist with the management of personnel and several of these projects from our King Salmon field office in June and July. Please call Greg at 907-562-3339 if you would like to learn more.

### **Duties**

- Assist with the supervision and coordination of personnel.
- Coordinate and schedule personnel travel among projects.
- Manage incoming data and databases.
- Act as a 'data conduit' between field projects and various BBSRI and ADF&G management personnel.

### **Requirements**

- Personnel management experience. Project management experience an asset.
- Computer literate, experience with spreadsheets and or databases a plus.
- Excellent communication (written and oral) skills.
- Capable of working with minimal supervision; an aptitude for attention to detail.
- High school diploma or GED. Post secondary science education or teaching experience an asset.

### **Duration**

- Although some flexibility is possible, employment will coincide with the commercial salmon fishery (early June through late July). The position could possibly start in May.
- If required, accommodation is provided in King Salmon at the office site (Southwest Alaska Vocational and Education Center located on the Air base).

**Contact:** Biologist Greg Buck can be reached at (907)562-3339 or [gbuck@lgl.com](mailto:gbuck@lgl.com)