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Publish: 10/5/83.(6300)

ASSISTANT TO DIRECTOR OF SHAREHOLDER RELATIONS

The Aleut Corporation is currently looking for an individual to fill the position of Assistant to Director of Shareholder Relations, Responsibilities include a working knowledge of ANCSA, maintenance of stock ownership in accordance with State laws, administration of stock transfers, monthly reviews of stock register and newsletter mailing list, and maintenance of bank trust accounts. This position reguires an individual who can type a minimum of 60 wpm, and the ability to draft correspondence effectively and efficiently. Experience working with a computer beneficial but not required.

Salary is DOE. Submit resume to personnel department The Aleut Corporation, 2550 Denali, Suite 900, Anchorage, AK 99503.

Publish: 10/5,12/83.(6398)

CAREER in BROADCAST SALES

immediate opening for qualified outside sales person at top-rated radio station. Some sales experience helpful. Call or apply in person to: KHAR, 3900 Old Seward Hwy., Anchorage, 563-35222. E.O.E. Publish: 9/28/83.(6357)

DIRECTOR OF SHAREHOLDER RELATIONS

The Aleut Corporation is looking for an individual to fill the position as Director of Shareholder Relations. This individual will be responsible for the implementation and administration of our shareholder information files on our newly installed WANG computer. Responsibilities include the ability to communicate effectively with our shareholders, attorneys, bank officers and village corporations, to assure all stock transfers are completed according to legal guidelines relating to wills, probate, intestate succession, ANCSA and State statutes in the administration of our Scholarship Funds. This position requires an individual who can effectively implement training programs and seminars for our villages and shareholders and excellent public relations skills. Experience working with ANCSA corporations required. Salary DOE.

Please submit resumes to Personnel Department, The Aleut Corporation, 2550 Denall, Suite 900, Anchorage, AK 99503. Publish: 10/5,12/83.(6399)

> FISHERIES PROGRAM DIRECTOR

With minimum supervision, incumbent will provide program development and implementation, budget formulation and monitoring, curriculum development in cooperation with NWCC for fishery technician project, supervise instructor staff, provide support to staff and students, and to coordinate fishery student services during winter training cycle, provide liaison with federal/state agencies, prepare reports for program monitoring, other duties as required.

some travel may be necessary. Qualifications: Education and experience should demonstrate knowledge of the fishing industry, especially in the Norton Sound area; good communication/counseling skills; strong organizational and supervisory skills are a must; good writing ability; should have fiscal management experience. Knowledge of people and culture of the region an asset.

Send Resume to: KAWERAK, Inc. Personnel Office Box 948 Nome, AK 99762 Closing date: 10-14-83. Alaska Native Preference/EEO Publish: 9/28 10/5/83.(6382)

POSITION ANNOUNCEMENT **EMPLOYER: Yukon Kuskokwim**

Health Corp. **DEPARTMENT: Administration** TITLE: Personnel Management

Specialist PURPOSE: To provide recruitment, selection, placement and utilization of employees; to perform the technical position classification program functions; leadership for employee relations, personnel administration

services and management advisory

services within an integrated personnel management system. QUALIFICATIONS: Must have a four year degree in related field OR three (3) years experience in work which provides evidence that the applicant has: good general understanding of the systems, methods and administrative knowledge for accomplishing the work require: ability to analyze problems and apply sound judgment to rectify them; ability to communicate with others effectively, orally and in writing; classification and perform-

and other related duties. SALARY: \$27,000-29,000/ Annum DOE, plus liberal fringe

ance writing ability; capacity to

employ all these knowledges and

abilities to perform the necessary

APPLICATIONS/RESUMES will be accepted through: Oct. 7, 1983. CONTACT PERSON:

Bob Aloysius at 907-543-3321 YKHC Personnel

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Publish: 9/28 10/5/83.(6381)

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Applicants must have graduated from high school with educational courses in purchasing, bookkeeping, or accounting. Three years of progressively responsible financial record-keeping in purchasing or accounting, including two years in work involving some independent responsibility for a purchasing record-keeping function. Must have ability to maintain purchasing records and other statistical records; ability to perform technical work requiring a thorough knowledge of departmental policies and procedures; research product data and assist with development of bid specifications, bid terms, and bid conditions; maintain and prepare bidder's list; assist with and attend prebid conferences and formal bid openings; process formal bid invitations; prepare invitations to bid, addendums, School Board Memorandums; process purchase orders; prepare requests for quotations; maintain good public relations with bidders, suppliers and District personnel; prepare summary reports of a complex nature requiring examination of supporting documents for accuracy and complete-

Knowledge of governmental purchasing procedures; data processing; knowledge of performance and payment bonds, certificates of insurance; knowledge of service and maintenance contracts; product knowledge of a large variety of school supplies, furniture, and equipment used in a large school system.

Position will require the ability to type 55 words per minute; operate calculator by touch; operate word processing equipment, and communicate effectively with others. Knowledge of construction industry would be helpful. Will be required to perform other job related duties

APPLICATIONS ACCEPTED THROUGH OCTOBER 6, 1983.

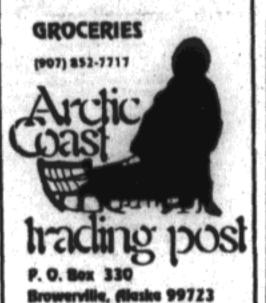
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