

Employment Opportunities through NANA's NDC Office

We often receive calls from shareholders asking, "What kind of jobs does NANA have?" Although there may not be a job available at the time, we encourage shareholders to fill out the application form so that they can be considered when an opening does occur in one of the following operations. When completing the application, please state the type of position you are interested in.

1. NANA Development Corporation

NANA Development Corporation employs approximately 30 people in Anchorage. The majority of the staff is in accounting, with the remainder in management and clerical positions. The highest turnover occurs in entry level accounting positions and the receptionist position. Both job descriptions and required qualifications will be listed below:

Receptionist: This is an entry level position and requires some clerical training. Typing required (35 wpm, with accuracy). Ability to work well with the public. Responsible for the operation of the switchboard; opens, sorts and distributes mail; provides and accepts applications for employment; types correspondence and reports for accounting.

Secretary: This position would require clerical training, plus experience. Must be able to type 50 wpm. Use of dictaphone preferred. Word processing experience desired. The secretary will screen all calls, make travel arrangements, set up appointments type correspondence and reports, maintain files, and assist with special projects.

Clerk I - entry level position in Accounting: This is a position that requires little or no bookkeeping experience. This person will have basic knowledge of office procedures and should be able to type and/or operate a calculator. A person at this stage will require close supervision in

order to learn the job and complete the tasks assigned. Responsibility at this level includes promptness in reporting work, care and good judgement in work preparation, notifying the supervisor when a task is not understood or a problem arises, and timeliness in completing a task.

Clerk II - intermediate level position in Accounting: This position is the next stage after the employee completes approximately one year at the entry level.

A person may be hired from outside the corporation if they have had one or more years of previous bookkeeping experience. At this level, the person should have good knowledge of the job; be able to complete tasks promptly and accurately, and have personal initiative to keep their job flowing smoothly. This person should be able to research problems that arise when completing their normal duties. The supervisor will be available to assist when questions arise or a new task is to be learned.

2. NANA Oilfield Services, Inc.

NANA Oilfield Services operates a 163 bed camp facility and power plant at Deadhorse, Alaska, and is the fuel distributor for Chevron products at Prudhoe Bay. Except for the Manager and office clerk, all employees are Union members (either of the Culinary Union or Operators Union). The major part of the staff is in housekeeping and in the kitchen. The requirements for these two occupations are the same as those listed under NANA/Mannings. There are three shop positions and two operators in the power house. Of the three shop jobs, one is a mechanic, one shop foreman and one heavy equipment operator. Job related experience is required for all three positions and the duties overlap—in other words, the mechanic can also work as

operator and power house operator. There are two power house operator positions, with one of them being lead man. Again, related job experience is required for these two positions.

3. NANA/Manning

NANA/Mannings is the contracted caterer for the Sohio Base Operations Center in Prudhoe (non-union), Atlantic Richfield Company's MCC Camp (union) in Prudhoe, and a number of cafeterias in Anchorage (both union and non-union). They employ a large number of housekeepers and kitchen helpers, with the remainder of the positions falling under management. The following provides a detailed description of positions in housekeeping and as kitchen helpers.

Rover: This job requires heavy lifting. Cleans approximately 8 rooms. Picks up towels, trash, and soiled linen. Washes towels, folds and places in carts. Hauls and disposes of trash. Cleans both saunas, including showers and floors. Cleans the laundry rooms and restocks laundry supplies. Takes care of plants. Assists Head Steward and Day Steward as needed.

Room Steward: Requires prior experience as janitor, maid, or room steward. Must be able to work quickly and with minimum supervision. Responsible for approximately 36 beds and 18 bathrooms. Includes stairwells, bathroom and foyer. Make beds and general cleaning of rooms. Collect, wash, dry and fold towels. Empty trash containers. Do check outs. Vacuum carpet and runners. Wax floors. Sweep and mop. Dust furniture. Clean equipment. Stock commissary. Unload paper products, chemicals, laundry. Replace laundry detergent/bleach containers.

Kitchen Helpers: Requires food service training or related experience. Make fruit plates, sandwiches, relish trays. Clean dining

room. Wash and wipe tables and counters.

Breakdown dishmachine. Wash pots and pans. Sweep and mop floors. Fill ice for salad bars. Maintain complete cleanliness of dishroom area. Clean ovens and hoods. Cut pies and cakes. See that all serving line items are stocked in place. Write menus on blackboards. Clean and refill all dispensers. make coffee. Set out butter, etc., for meals. Stock shelves.

4. Purcell Services

Purcell Services provides security services for the West side of the Prudhoe Bay field. They employ approximately 85 guards at Prudhoe and about 25 in Anchorage. Since most people are interested in a position on the Slope, the following describes the requirements for working as a security guard.

Security Guard, entry level: At least 19 years of age. Neither addicted to nor dependent on alcohol, narcotics, or other drugs. Not convicted of any felony, and crime involving corruption, or any crime preventing ownership or possession of a firearm, within ten (10) years of application. Not suffering from any psychopathic condition or mental illness impairing the powers of memory, reasons, judgement, or perception. Two (2) years experience in municipal, state, or federal law enforcement agency or security company.

5. Alaska United Drilling, Inc.

Alaska United Drilling is a joint venture between NANA, VECO, Bristol Bay Native Corporation, and Sealaska Corporation. It is in the business of constructing and operating oil drilling rigs. The following are position descriptions for the rigs:

Roustabout: The roustabout is

a semi-skilled laborer who assists in the general work around the rig.

Operator: The crew member who operates the forklift and is the roustabout foreman.

Floorman: a Member of the crew whose work station is on the derrick floor. Under direction of the driller they make up or break down joints of pipe. A driller's helper and general all around worker on the rig.

Motorman: The crew member responsible for the care and operation of the drilling motors as well as other equipment.

Derrickman: The crew member who works in the derrick while the drill stem is being hoisted or lowered into the hole. He attaches the elevators to the stands of drill pipe while the stem is being hoisted. His responsibilities include conditioning the drilling fluid and maintaining the circulating machinery. He is usually next in line of authority under the driller.

Driller: The employee directly in charge of a drilling rig and crew. The operation of the drilling and hoisting equipment constitutes his main duties.

Toolpusher: Supervisor of drilling rig.

SDU Operator: Operates the sewage treatment plant, helps the toolpusher with paperwork and performs as camp expeditor for the movement of people and freight.

Truck Driver: Drive semi during rig move with components of the rig which have been broken down into truck loads. During rig operation he drives water trucks or moves loads of pipe, casing or other heavy pieces of equipment.

Mechanic: Provides maintenance for rig equipment, camp

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and camp vehicles.

Electrician: Provides electrical maintenance for the rig generating plants, distribution systems, electric motors, and

lighting systems. Also provides maintenance for camp, shops and vehicles.

Welder: Provides service to the rig, shops, camp, and camp vehicles.
