



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
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Virginia Beach, VA 23452
Telephone: 757-408-9811

POINT HOPE COORDINATOR/EXPEDITOR	
Approved Date: Nov 30, 2021	
Job Code:	FLSA : Non Exempt

JOB SUMMARY: Under general direction of the Chief Operating Officer, provides general office support with a variety of clerical activities and related tasks.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

- Serves as the primary point of contact for Point Hope business lines.
- Provides support, assistance, and coordination with Tikigaq Point Hope Business Lines to facilitate operations by supplying parts, materials and services to construction and maintenance projects, the Point Hope Store and Fuel Station.
- Coordinate ordering and delivery of materials and services to support equipment in Point Hope.
- Develop and maintain a list of supported equipment.
- Assist other business units as necessary with like duties.
- Frequent in-person contact with a multitude of people
- Research parts for compatibility with existing equipment.
- Develop and maintain a database of existing equipment
- Order parts, materials and services
- Coordinate service people in support of Point Hope Operations
- Coordinate traveling and lodging for specialized service/technical personnel
- Pickup and deliver parts for shipping.
- Complete all paperwork for shipping.
- Cost code invoices
- Track all ordered material and services
- Explore all shipping avenues, analyze and ultimately utilize the timeliest and cost-effective method.
- Order parts, material and services via telephone, computer or in person.
- Receive parts or materials and verify against what was ordered.

Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of multi-line phone systems.
- Knowledge of computer applications.

- Skilled in verbal and written communication.
- Basic Microsoft Office knowledge (Outlook, Word, Power Point & Excel)
- Skilled in organizing work and completing assigned tasks.

MINIMUM EDUCATION and other QUALIFICATIONS

- Must have a valid driver's license and ability to drive a full-size crew cab pickup.
- Covid 19 vaccination
- Basic knowledge of construction equipment, materials, and techniques.
- Computer skills and ability to use Word, Excel and Outlook. Position will require use of internet for research of parts and materials.
- Understanding of shipping materials to, and within, Bush Alaska.
- Understanding of cost codes
- Meticulous organizational ability
- A high school diploma or equivalent; AND a minimum of 2 years clerical office experience.

MINIMUM PHYSICAL REQUIREMENTS

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift approximately 50 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.