

POSITION DESCRIPTION

*Prince William Sound
Aquaculture Corporation*

Position Title: **HATCHERY SUPPORT ASSISTANT MANAGER**

Category: Full time, regular, full benefits

Payroll Classification: Hourly, Non-Exempt

Organizational Unit: Hatchery Support

Location: Anchorage Distribution Center

Customary Work Hours: 8:00 – 5:00, Monday - Friday

Supervisor's Title: Hatchery Support Manager

Effective Date: January 1, 2016

Basic Function: The Assistant Hatchery Support Manager functions as part of the hatchery support team in the purchasing, shipping, receiving, and distribution activities of the Corporation. Under general direction, serves as full assistant to the Hatchery Support Manager in the operation of the Anchorage Distribution Center requiring management level decision making capability.

Primary Responsibilities: The responsibilities of the position include assisting the Hatchery Support Manager in the purchasing, shipping, receiving, and distribution activities of the Anchorage Distribution Center. Administrative responsibilities include assisting the manager in the planning, budgeting, documenting, assessing and improving the hatchery support functions.

Description of duties and tasks:

1. Purchasing, Expediting, and Distribution

- Develops and implements methods for supply planning, ordering, inventory, recording systems, and distribution through: timely processing of purchase requests; reviews all purchase requests for proper coding and prices; generating purchase orders; submitting orders to preferred vendors; tracking all supplies received; tracing delinquent arrivals from purchase orders; completing receiving forms on the company software program; and determines best shipping method.
- Maintains preferred vendor relationships for best pricing, service and delivery guarantees based on budget and schedule requirements.
- Manages and organizes outgoing shipment consolidation for barge deliveries.

2. Administrative and Managerial Duties

- Acts for and on behalf of the Hatchery Support Manager in his/her absence.
- Directs and supervises work schedules and activities of lower level hatchery support section staff, instructing personnel in the performance of duties.
- Arranges for office equipment repair; advises manager on building repairs and maintenance needs.
- Assists the manager in the preparation of the annual operation plans and budgets.
- Within the hatchery support section, assures implementation of the corporate safety program and related functions.
- Recommends procedures, techniques and new equipment to improve work efficiencies or adaptation to new techniques.
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Working knowledge of office equipment, technical materials and supplies.
- Knowledge of computer operations and software.
- Knowledge of policies, processes, and procedures used in large-scale organizations covering purchasing and property control.
- Working knowledge of accounting, budgeting and related financial matters.
- Skill in comparing data from a variety of sources for accuracy and completeness, identifying discrepancies and making corrections.
- Ability to maintain records of procurement activities, equipment and inventory records.
- Ability to negotiate and communicate professionally with suppliers and vendors.
- Ability to write clearly and concisely to develop and complete documents, memoranda and correspondence.

Essential Functions: Work performed at the Anchorage Distribution Center. Must be able to move about freely; ability to lift and carry 50 pounds; ability to climb stairs without assistance; use telephones and computers unimpaired. Must be able to read, write, speak and understand the English language. Must be able to hear and see to receive verbal and written instructions.

Minimum qualifications:

- a. Bachelor's degree from an accredited college with a major in business administration or a closely related field; and two years work experience in purchasing, receiving, inventory control or materials management.

Substitutions:

- Four years of progressively responsible work experience in purchasing, receiving, inventory control or materials management will substitute for the required bachelor's degree.

Positions Supervised: None.