



Vacancy Announcement

Title:	Director of Operations	Posting Date:	July 15, 2008
Reports to:	VP/General Manager	Closing Date:	Until Filled
Supervises:	All Field Staff	Pay Rate:	DOE
Status:	Full-Time Exempt	Location:	Anchorage, Alaska

Aleut Enterprise, LLC is a multi-million dollar fuel sales company looking for a Director of Operations to manage its fuel terminals located at Adak, Alaska and Cold Bay, Alaska.

Overall Responsibility

Coordination of company operations, operational projects, regulatory compliance.

Duties

- Directs and oversees Aleut Enterprise, LLC operational policies, objectives, and initiatives.
- Creates new policies, objectives, and initiatives when appropriate
- Manages all field staff and the day-to-day operations.
- Coordinates and manages projects and contractors on a variety of different projects.
- Purchases items for all facilities and plans logistics for fuel deliveries.
- Prepares operating budget and provides budget requests for the operations of both facilities as well as capital purchases.
- Serves as Company Security Officer for USCG purposes, responsible for making sure all facilities are in compliance with USCG regulations.
- Serves as the point of contact for various other regulatory agencies

Skills and Requirement

Problem analysis/solving and project management skills. Excellent planning, organizational, and time management skills. Must be dependable with a positive attitude and professional manner and appearance. PC skills including Microsoft Office programs (Excel, Word, etc.)

Experience

Minimum Bachelors Degree plus five years experience in managing operations in related field. Knowledge of fuel terminal operations, fuel purchasing and sales. Must possess and maintain Alaska Driver's License.

To apply, submit cover letter, completed application, and a current resume.

Attn: Natasha Parker
jobs@adakisland.com

Obtain application at www.adakisland.com.