

Logistics Coordinator, AK

Department: North Pacific Groundfish Observer Program

Location: Anchorage, AK

A.I.S., Inc is seeking a qualified candidate to join the management staff in support of NOAA's North Pacific Groundfish Observer Program. This position will focus on the support of the management and at sea staff.

Responsibilities - Assist field staff with the coordination of travel and logistics for observers. Monitor the AIS Call Center for the Observer Declare and Deploy System. Review/approve observer travel reimbursement forms. Complete sea days as a NPGOP observer as needed.

Qualifications -

- Must be a NMFS Certified Observer* or be eligible to become NMFS certified at the next training. In order to be certified, the candidate must have appropriate college level training in specific biological courses. *This requirement may be waived for staff that have demonstrated managerial or other professional experience.
- Must have a valid driver's license
- Must not be affiliated with any group that may impair the objectivity or the appearance of objectivity in collecting scientific data.
- Must be proficient with MS Excel and Word
- Must be detailed oriented and have strong organizational skills
- Must be able to work independently as well as on a team
- Must have qualities such as excellent judgment, tactfulness and high energy
- Must be able to work long and non traditional hours
- Must be able to work on short notice
- Must possess good communication and inter-personal skills

Compensation- Salary is commensurate with experience and includes a full benefits package.

Closing Date – August 16th 2014

To Apply: Please click the link the following link (<http://goo.gl/jmlroz>) to submit your resume, cover letter, unofficial college transcripts and a list of 5 references (name, e-mail address and phone number).