



## **Logistics & Resupply Coordinator**

**Location: In or near Nondalton, AK**

### **Position Overview**

We are looking for an organized and reliable Logistics & Resupply Coordinator to manage the receipt and coordination of food and supplies in the village and oversee their transport to a remote camp on a weekly basis. This is a village-based position with regular day trips to the camp site. The role is critical to keeping camp operations running smoothly throughout the 2026 season.

### **Key Responsibilities**

- Receive, inspect, and organize incoming food and supply shipments in the village
- Coordinate weekly resupply by ATV and boat to the remote camp site in collaboration with the program manager and camp cook
- Unload and organize deliveries at the camp
- Track inventory levels and communicate supply needs to the program manager in advance
- Maintain accurate records of shipments, deliveries, and inventory
- Coordinate with suppliers and air charter operators as needed
- Ensure all perishable items are properly handled and stored during transport

### **Qualifications**

- Experience in logistics, supply chain, warehousing, or a related field preferred
- Organizational skills and ability to manage multiple priorities
- Reliable, punctual, and able to work independently with minimal supervision
- Good communication skills for coordinating with camp staff, vendors, and air operators
- Must possess a valid driver's license
- Must be able to operate a vehicle and ATV
- Must be comfortable traveling by boat
- Physical ability to lift and move supplies and equipment



- Knowledge of the local area and village community

**Working Conditions**

- Work schedule will follow the weekly resupply cycle with additional coordination duties between flights

**Preference Statement:**

Hiring preference in favor of Kijik Corporation Shareholders to the greatest extent allowed by law.