



PO Box 449
Utqiagvik (formerly Barrow), Alaska

Join a team where you make a real impact at your job and in your community!

Have an adventurous spirit and want a once in a lifetime opportunity?

Learn about our [Human Resources Manager](#) opening in Barrow, AK.

Working for **Barrow Utilities & Electric Cooperative Inc. (BUECI)**, a multi-utility cooperative, you will be an integral part of our company that provides electric, natural gas, water, and sewage collection and treatment services to the city of Utqiagvik/Barrow. BUECI, incorporated in 1964, is a community-driven cooperative owned by 1,200+ members. Learn more about us at www.bueci.org.

We are proud to offer:

- Base salary of \$132,410-\$202,255 depending upon experience
- Relocation assistance
- Medical, dental, vision, and short-term disability insurance – 100% coverage for employee, spouse, and dependents
- 401K with 6% voluntary employer contribution
- NRECA pension plan – 100% employer paid
- Subsidized, affordable housing
- Company vehicle
- Travel benefit paid out three times per year
- Paid time off – 37 days 1st year, 42 days 2nd year, 47 days 3rd year
- Paid leave for bereavement, voting, and jury duty
- Excellent training

In this full-time, senior management position as Human Resources Manager, you will be managing the human resources duties for the cooperative who employs approximately 75 employees with two union groups and one nonunion group. **To view the complete job description, click here: <https://bueci.org/hr-desc>**

Areas of responsibility include:

- Develop and implement HR policies
- Workforce recruitment
- Labor Relations
- Benefit Administration
- New hire onboarding
- Training and Certification implementation and tracking
- Compensation management
- Responsible for drug and alcohol testing Compliance and tracking
- Regulatory compliance with federal, state, and local HR laws

Minimum qualifications include:

- Bachelor's Degree in Human Resources, Business Administration, or related field required. A Master's degree in Business Administration or Management preferred
- 7+ years' experience in Human Resources Management in a business environment.
- Working knowledge of current federal, state, and local laws as they relate to Human Resources
- Advanced experience working with current Microsoft Office Suite (Word, Excel, and Outlook) in a Windows 10 O/S environment or greater
- Experience in managing, leading and training
- Experience managing in a multicultural workplace
- **Must relocate and live in Barrow, AK full-time**

For immediate consideration, please email your resume and cover letter to hr@bueci.org. If you have further questions, you may contact us at (907)852-6166.

BUECI IS AN EEO/M/F/D/V EMPLOYER

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