



KAKE TRIBAL CORPORATION

PO BOX 263 KAKE, AK 99830 PHONE: 907-785-3221 FAX: 1-855-310-3488

**Job Title: Property Manager (Part-Time)**

**Location:** Kake Tribal Corporation, Kake, Alaska

**Schedule:** Flexible

**Job Summary:**

The Part-Time Property Manager plays an important role in supporting the care and stewardship of the organization's properties. This position serves as the main point of contact for guests, helps ensure properties are well maintained, and supports the organization of corporate assets, including equipment and cold storage inventory. This role is also responsible for overseeing the Rental Car Coordinator, supporting rental vehicle operations, and assisting with collecting, payment tracking, and basic receipt. The Property Manager works closely with staff, vendors, and contractors to ensure operations run smoothly, respectfully, and in a way that supports the community.

**Key Responsibilities:**

- Serve as the primary contact for rental properties and guest communications
- Collect, record, and track rental payments and issue basic receipts as needed
- Assist with maintaining accurate rental payment records and follow up on outstanding balances
- Oversee and provide direction to the Rental Car Coordinator and support rental vehicle operations
- Coordinate maintenance and repair needs with approved vendors and staff
- Maintain and organize inventory of corporate property, equipment, and cold storage items
- Conduct basic inspections and help ensure properties and assets are cared for and accounted for
- Keep simple and accurate records for rental agreements, leases, maintenance, payments, and inventory.
- Assist with the upkeep and preparation of seasonal housing units, including filling in for housekeeping staff as necessary to support operations.
- **Perform additional duties as assigned in support of corporate operations.**

**Qualifications:**

- High school diploma or GED required.
- Strong organizational skills and attention to detail
- Ability to communicate respectfully with guests, staff, and community members
- Basic computer and record keeping skills
- Ability to handle money responsibly and maintain accurate records



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- Ability to work independently and follow through on responsibilities
- Experience in property management, office support, or bookkeeping is helpful but not required
- **Valid Driver's license required**

**Compensation:** DOE (Dependent on Experience)

**Benefits:**

- Competitive salary based on experience
- Paid time off and holidays
- Opportunities for professional development and growth

**About the Role**

This position supports the long-term care of community assets and helps ensure that housing, rental vehicles, and property resources are managed responsibly and transparently. It is well-suited for someone dependable, organized, and committed to serving the community.

Kake Tribal Corporation is an equal opportunity employer.

Shareholder and descendant preference may apply in accordance with applicable laws and corporate policies.