

ASSET RENTALS · JD-EMK-21

Asset Rental Coordinator

JD NUMBER	JD-EMK-21
FLSA STATUS	Non-Exempt
EEO CATEGORY	Administrative Support Workers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	N/A
DEPARTMENT	Operations

POSITION SUMMARY

The Asset Rental Coordinator manages the day-to-day customer-facing operations of Emmonak Corporation's ATV, snowmobile, and boat rental program, which provides essential transportation and subsistence-support equipment to community members, visitors, and government contractors working in and around Emmonak, AK. This role handles rental agreements, deposits, equipment check-outs and check-ins, and coordinates with the Fleet Mechanic to ensure all rental assets are safe, clean, and mission-ready. The Asset Rental Coordinator is the first point of contact for rental customers and is an important community ambassador for Emmonak Corporation. Reporting note (Aug 2026): Reports directly to the President & CEO while the Vice President of Operations position remains vacant. Once filled, reporting will transfer to the Vice President of Operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Greet rental customers, explain available equipment, rental rates, and usage policies; complete rental agreements and collect deposits.
- Process rental transactions using the corporation's point-of-sale and rental management system.
- Perform equipment pre-rental inspections; document and photograph condition of each asset before and after each rental.
- Track rental fleet availability, reservations, and return schedules; notify Fleet Mechanic of maintenance needs identified during inspections.
- Collect and process rental returns, inspect for damage, calculate charges for damage or fuel shortfall, and close out rental records.
- Maintain rental fleet storage area in a clean, organized, and weather-protected condition.
- Provide customers with safety briefings on ATV, snowmobile, and boat operation appropriate to local trail and waterway conditions.
- Monitor rental fleet utilization rates and availability; report performance metrics to the Senior Tank Farm Manager monthly.

- Assist the Fleet Mechanic with scheduling and coordinating preventive maintenance down-time for rental assets.
- Manage rental supply inventory (fuel for top-off, PPE, safety kits, life jackets for boats) and request replenishment as needed.
- Handle customer inquiries, complaints, and claims; escalate unresolved issues to the Senior Tank Farm Manager.
- Support seasonal preparation of the rental fleet for transitions between summer (boat/ATV) and winter (snowmobile) seasons.

REQUIRED QUALIFICATIONS

- High school diploma or GED.
- Two (2) or more years of customer service, rental operations, or equipment coordination experience.
- Ability to operate ATVs, snowmobiles, and small motorized boats; required for inspection and familiarization purposes.
- Basic mechanical awareness sufficient to identify obvious equipment defects during pre-rental inspections.
- Strong customer service skills and ability to communicate safety requirements respectfully.
- Willingness to live and work in Emmonak, AK.
- Experience with QuickBooks Online (QBO) for customer invoicing and deposit tracking, or willingness to complete QBO training within ninety (90) days of hire.
- Working proficiency in Microsoft 365 (Outlook, Teams, Excel) for reservation tracking and reporting.

PREFERRED QUALIFICATIONS

- Alaska Native descent, particularly Emmonak Corporation shareholder or descendant.
- Prior rental management or outdoor equipment coordination experience.
- Alaska boater safety certification or ATV safety instructor training.
- Yup'ik language proficiency.
- Experience with remote Alaska terrain, river conditions, and seasonal travel hazards.
- Experience with Granite Records Management for asset-tracking and reservation records.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing

in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Must be able to operate ATVs, snowmobiles, and small boats for familiarization and inspection. Must be able to work outdoors in all weather conditions including extreme cold, rain, and wind. Ability to lift 40 lbs, perform equipment inspections in cramped spaces, and navigate uneven outdoor terrain in cold-weather PPE.
Work environment	Emmonak, AK corporate office and rental staging area. On-site required for equipment turnover, customer scheduling, and rental agreement processing. Activates when the Asset Rentals program launches.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date