
OFFICE MANAGER - KTVF

Job Category: Administrative
Requisition Number: OFFIC015289
Posted: February 13, 2026
Full-Time
Locations
Fairbanks, AK 99701, US

Job Details

Description

About Gray Media:

Gray Media, or Gray, is a multimedia company headquartered in Atlanta, Georgia, formally known as Gray Television, Inc. The company is the nation's largest owner of top-rated local television stations and digital assets serving 113 television markets that collectively reach approximately 36 percent of US television households. The portfolio includes 77 markets with the top-rated television station and 100 markets with the first and/or second-highest-rated television station, as well as the largest Telemundo Affiliate group with 45 markets totaling nearly 1.5 million Hispanic TV Households. The company also owns Gray Digital Media, a full-service digital agency offering national and local clients digital marketing strategies with the most advanced digital products and services. Gray's additional media properties include video production companies Raycom Sports, Tupelo Media Group, and PowerNation Studios, and studio production facilities Assembly Atlanta and Third Rail Studios.

About KTVF:

Comprised of our three Gray-owned stations – KTVF (NBC-affiliate), KXDF (CBS-affiliate), and Gray Sports Network – our stations have expanded our local news presence in partnership with Alaska's News Source to deliver the most-watched newscasts across the Interior. Together with our audiences across television, streaming, web, apps, mobile, and social, our stations dominate the Interior with the largest media audience of any company in the market. It is our goal to help businesses grow and succeed using our customized marketing solutions across both broadcast and digital media platforms.

Job Summary/Description:

The Office Manager performs administrative and accounting duties for executive management. This position works with the executive team, department heads, shared services, and corporate human resource teams to ensure proper communication between station team members and Gray Local Media.

Duties/Responsibilities include, but are not limited to:

- Work with the shared services department for the successful application of sound accounting practices at the local station level.
- Team with sales departments for Fairbanks, AK, and shared services accounting regarding customer invoicing and accounts receivable functions.
- Liaison between corporate HR, Benefits, and Payroll departments to ensure smooth implementation of benefit and compensation plans.
- Perform new hire orientations and offboarding employees.
- Maintain stations' FCC files and ensure compliance with all reporting requirements
- Coordinate the station's recruiting and EEO efforts.
- Team with department heads and supervisors regarding employee performance policies and procedures
- Research and staff employment fairs and networking opportunities
- Effectively communicate with all employees, as well as outside clients and vendors.
- Other duties as assigned by the General Manager

Qualifications/Requirements:

- 3-5 Years of administrative experience
- Basic knowledge of accounting concepts and principles
- High School Diploma required (or GED), 4-year college degree preferred
- High level of organization and prioritizing skills
- Strong interpersonal skills within all levels of the organization
- Experience in benefits and human resource policy implementation
- Extensive experience in Microsoft Office
- Ability to work in a fast-paced, multi-tasking, team-oriented environment
- Ability to meet deadlines
- Capable of maintaining highly confidential information in all aspects of the position
- Strong written skills and ability to write accurately under constant deadline pressure
- Initiative and ability to self-start/motivate, learn, and react quickly

If you feel you're qualified and want to work with a great group of people, go to <https://recruiting.ultipro.com/GRA1017GRYT/JobBoard/ae441110-89bd-444d-8ad2-b76c7b9db7a9/OpportunityDetail?opportunityId=5bccbe2a-060c-4ead-a552-049ff38b5880>

*you may type in the job title, station call letters, or click on "**apply now**", upload your resume, cover letter, and references*

(Current employees who are interested in this position can apply through the **Gray-TV UltiPro self-service portal**)

KTVF-TV/Gray Media is a drug-free company

Additional Info:

Gray Media provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Gray Media complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gray Media expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Gray's employees to perform their job duties may result in discipline up to and including discharge.

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the [Know Your Rights](#) notice from the Department of Labor.