

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Inventory Manager – MTC
Department: Moccasin Trail Center
Hourly Rate: \$10.00-\$12.00
Full Time: 40Hrs/Week
Exempt: No/Hourly
Supervisor: Moccasin Train Center Manager

Posting Date: In-House

Opens: April 20, 2022

Closes: April 26, 2022, at 4:30 pm

Posting Date: Public

Opens: April 27, 2022

Closes: May 11, 2022, at 4:30 pm

Posting Date: Public

Opens: **May 24, 2022**

Closes: **Open Until Filled**



Summary: The Moccasin Trail Center Inventory Manager will be under the supervision of the General or Assistant Manager; will be responsible for inventory management/auditing and item waste management as well as the two front-end systems and pricing operations of the Tribal Grocery and Convenience Store; will assist with coordinating pricing and delivery activities of Supervisor On Duty and Employees.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- The Inventory Manager will implement pricing systems and policies and assist with coordinating merchandising or pricing activities in the retail and wholesale areas.
- Will implement and coordinate all price changes and maintain a current and accurate price book for all departments.
- Maintain shelf prices, hang labels, talkers, and ad signs.
- Update and maintain the scan/front-end system.
- Will maintain complete routine and emergency procedure instructions for the front-end system for stores.
- Will verify the arrival of labels, talkers, advertisement signs, and pricing reports.
- Verify that each new and existing item has the proper attributes programmed for food stamps, taxes (if applicable), and department status.
- Will apply weekly advertise items; maintain the mix-match items, price look-up codes (PLUs), display and exception priced items; hang all shelf labels and signs.
- Will handle not-on-file and price discrepancies as a top priority.
- Maintain accuracy on pre-prices, cents-off, and bonus pack products.
- Will perform regular system back-ups, per store policy and system capability.
- Analyze and utilize all reports and audits that will assist in maintaining a clean item file.
- Maintain movement reports on items scheduled for deletion from the item file, and delete Universal Product Codes (U.P.C.s) of items no longer carried in the store.
- Audit movement for unacceptable performance items and review with department supervisors and store managers.
- Will develop and maintain a system for ongoing shelf verification; develop and implement a plan of action for all employees to communicate pricing problems or not-on-file items.
- Develop and maintain a filing system for pricing reports, and pricing forms with instructions.
- Will provide system reports regularly to all department and store managers.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High School Diploma or its Equivalent.
- At least one year of experience in management in the supermarket, grocery, and/or convenience store industry, is desired.
- Experience in planning, development, and organization is desired.

Other Skills and Abilities:

Required:

- Must possess the ability to establish priorities, work independently and proceed with objectives without supervision.
- An understanding of interpersonal communications, organizational communications, and customer relations is desired.
- Must be able to handle and resolve recurring problems.
- Must be able to work overtime, holidays, and weekends as needed.
- willing to change the schedule to meet the needs of all operations.
- Subject to bonding, security checks, and other pre-screening requirements.

Background Check:

This position is contingent on the required ability to pass a background check. Must be able to pass a required check for working in a cash handling position.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be physically able to perform duties in the field. Position may require sitting or standing for extended periods, some walking, bending, stooping, and lifting up to 50lbs. on occasion.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Subject to inside and outside environmental conditions, must be physically able to travel as necessary. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov