

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: General Manager
Department: Moccasin Trail Center
Hourly Rate: \$22.00 - \$28.00 (DOQ)
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: Executive Director

Posting Date: IN-HOUSE

Opens: November 8, 2022

Closes: November 15, 2022, at 4:30 PM

Posting Date: **PUBLIC**

Opens: November 21, 2022

Closes: December 12, 2022, at 4:30 PM



Summary: The General Manager will be responsible for the total operations of the Tribal Grocery, Convenience, and Gas Station; will manage store(s) engaged in selling groceries, related merchandise, and activities of the gas station. Will formulate, develop and implement business plans, budgets, and coordinate activities of approximately 20-30 employees.

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

- Determine the scope of operations of the store(s) and station in consultation with the Tribal Council;
- Formulate merchandising policies and coordinate merchandising activities in the retail and wholesale areas;
- Perform duties personally or supervise employees performing duties such as developing policies on hours of operation for the store(s) and station, staffing required for each operation, and prices for products and services;
- Prepare work schedules and assign employees to specific duties.
- Formulate pricing policies on merchandise according to requirements for the profitability of store and gas station operations;
- Determine mark-up and mark-down percentages necessary to ensure profit based on estimated budget, profit goals, and average rate of stock turnover;
- Determine the number of goods or merchandise to be stocked and direct buyers in the purchase of supplies for resale.
- Consult with other staff to plan promotion programs, and will coordinate sales promotion activities, prepare or direct workers preparing merchandising displays and advertising copy.
- Supervise employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records, preparing daily records of transactions for the Accountant, or performing work of subordinates, as needed.
- Ordering merchandise or preparing requisitions to replenish merchandise on hand.
- May interview, hire, and train employees as well as, answer customer complaints or inquiries
- Ensure compliance of employees with established security, sales, and record-keeping procedures and practices.
- Designated duties according to a specific line of merchandise/food products/groceries or general merchandise sold.
- Due to changes and modifications in the job from time to time, the General Manager will be required to be flexible and assume other responsibilities as assigned by management; such assignments may not be listed.
- Assist in the reconciliation of cash with gasoline pump meter readings, sales slips, and credit card charges.
- Assist in coordinating the ordering, receiving, and inventory of gasoline, oil, automotive accessories, and/or parts.

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. Knowledge of

the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

At least five years of experience in management in the supermarket, grocery, and/or convenience store industry.

Preferred:

- BA/BS degree in Business Administration, Management, or a related field is preferred.
- Experience in management of gas station business preferred.
- Extensive experience in planning, development, and organization is desired.

Other Skills and Abilities:

Required:

- Must possess excellent communication skills.
- Must possess the ability to establish priorities, work independently and proceed with objectives without supervision.
- An understanding of interpersonal communications, public communication, organizational communications, and customer relations.
- Demonstrated leadership abilities.
- Must be able to handle and resolve recurring problems.
- Must be able to work overtime, holidays, and weekends as needed, and willing to change the schedule to meet the needs of all operations.

Background Check:

This position is contingent on the required ability to pass a Bad River background check when working with children and/or the elderly. This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

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 essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 25lbs and/or carrying for short distances.

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 essential functions. This position is subject to inside and outside work. 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**

Application material may also be emailed to:

HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov