



Superior Connections

Connecting **YOU** To The World
*Own and Operated by the Bad River Band of
Lake Superior Chippewa Tribe*

MOCCASIN TRAIL COMPLEX

P.O. BOX 39

ODANAH, WI 54861

Job Title: Manager
Department: Administrative
Hourly Rate: Negotiable
Full Time- 40 Hours
Exempt: Yes/Salaried
Supervisor: Economic Business Development CEO and Bad River Community Development Board
Posting Date: In-House
Open: March 12, 2024
Closes: March 18, 2024, at 4:30 pm
Posting Date: **Public**
Open: **March 19, 2024**
Closes: **April 2, 2024, at 4:30 pm**

Summary:

Oversees the operations of Wireless Internet Service Provider, including upkeep of customer and financial records, budgets, marketing, customer support, and standard business procedures. Submission of accurate and timely data for financial reporting purposes. Develops and oversees the analysis of metrics and financial reporting, overall resource management, work process management, and management of the flow of work. Must have skills and ability to generate revenue and bring in outside dollars as necessary to keep business growing.

Essential Duties and Responsibilities including the following:

Periodic reports of staff, workflow, volume metrics, and other key performance metrics to document business operations; Analysis of reports to ensure business operations are efficient and cost effective; Identification of key issues and outlining recommendations of alternative courses of action; Collaboration with Tribal Council and or Board to review analysis and improvement recommendations to enhance productivity and increase revenues; Supports managements trainings and develops/monitors standard business processes to ensure consistency and efficiency across appropriate staff and/or consultants; Adheres to standard accounting structures in accordance with established policies and procedures; Monitors and audits labor charge reports to ensure that company policies and procedures are adhered to; Leads strategic planning sessions to ensure clear and consistent direction; Facilitates discussion and provides structure and input into results; Prepares financial reports and monitors weekly financial performance to ensure company financial goals are being met.

In addition, any other duties may be assigned as deemed necessary to keep the business growing and/or to remain innovative.

Education and/or Experience:

Required:

Demonstrated experience working with and understanding the Information Technology Field.

Experience working with business management practices, principles, methodologies, and supporting tools.

Experience working with and implementing financial management principles.
Strong writing skills are required; must have demonstrated grant writing and/or experience writing business plans.
Demonstrated leadership experience; with an ability to supervise and direct staff.

Preferred:

Bachelor's degree in Management, Business, or similar or acceptable fields and/or equivalent combination of education and experience.

Other Skills and Abilities:

Required:

This is a required driver position; must have a valid driver's license and meet eligibility for tribal insurance.
Strong communication skills; including strong interpersonal and presentation skills for interacting with team members and clients.
Good analytical and strategic problem-solving skills.
Good organizational skills to balance work and prioritize issues.
Good leadership skills: ability to work as part of a team and provide managerial guidance to less experienced staff.
Must be self-motivated, trustworthy, dependable, flexible, and willing to work long hours occasionally, if necessary.

Background Check:

This position is contingent on the required ability to pass a regular background check.
This position also requires a required driver check to meet eligibility for tribal insurance. Subject to change based upon the needs of the Background Investigator.

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

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk and hear. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 10lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The noise level may be moderate to loud. Subject to inside and outside weather conditions.

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 & Procedure Handbook. 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
www.badriver-nsn.gov