

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
www.oneida-nsn.gov

A good mind. A good heart. A strong fire.

Phone: (920) 496-7900
Fax: (920) 496-7490

POSITION TITLE: Location Manager - Natural Health
POSITION NUMBER: 02520
DEPARTMENT: Retail
LOCATION: Oneida Market
DIVISION: Enterprise
RESPONSIBLE TO: Operations Director
SALARY: NE08 \$18.65/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 22, 2019
CLOSING DATE: April 5, 2019
Transfer Deadline: March 1, 2019
Proposed Start Date: **As Soon As Possible**

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Oversees and is responsible for the daily operations and supervision of staff of assigned retail locations. Demonstrate leadership and ensures maximum sales, profitability, efficient operations and exceptional service. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist and educate customers in product options.
2. Provide community outreach as needed/requested via outreach retail sales, presentations, etc.
3. Maintain accurate files, records and data on retail products.
4. Participate and conduct tours and presentations which represent the overall mission of retail.
5. Provide and ensure associates provide exceptional comprehensive customer service.
6. Ensure maximum sales, profitability and efficient operations.
7. Ensure the safeguarding of retail assets for retail operations.
8. Operate store management systems.
9. Responsible for employee relations at assigned locations to include: Supervision, coordinate assigned job duties, conduct evaluations, work schedules, hiring, training, store orientation, and employee motivation.
10. Communicate goals, objectives, policies and procedures with store personnel.
11. Implement merchandising management for assigned Locations:
 - Ordering
 - Compliance with contractual Requirements
 - Inventory
 - Maintain vendor relations
12. Assist the Operations Director with planning, management and implementation of financial activities, goals and business objectives.
13. Ensure the facility, equipment and location is safe, clean and properly maintained.
14. Develop, maintain, and facilitate effective networking and communication processes and activities.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Location Manager – Natural Health

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; stand and walk a full eight (8) hours; carry small items from ten (10) to twenty-five (25) pounds; carry/lift and place above shoulder level, items that weigh as much as thirty (30) pounds or over fifty (50) pounds with assistance.
2. Work a flexible work schedule to include weekends.
3. Work is generally performed indoors and occasionally in an outdoors setting with a moderate noise level. Exposure to natural weather conditions, high and low temperatures, may occur while performing outdoor duties.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of federal, tribal and state accounting, procurement and auditing policies and procedures.
2. Knowledge of merchandising management.
3. Knowledge of Tribal, federal, state and local regulations.
4. Knowledge of retail purchasing, and inventory control.
5. Knowledge of basic math and cash management.
6. Knowledge of budget preparation.
7. Knowledge of Oneida culture and history
8. Knowledge and experience in presenting
9. Customer service-oriented disposition, excellent customer relation skills and ability to treat external and internal customers with tact, courtesy, objectivity and respect.
10. Must have the following skills and capabilities:
 - a. **Language and Communication Skills** - Listen, speak, read, and write effectively.
 - b. **Math skills** - Basic math skills.
 - c. **Reasoning ability** - Apply common sense, interpret documents and follow and carry out instructions provided in verbal or written format.
 - d. **Problem solving and decision-making skills** - Ability to analyze, demonstrate solid professional judgment, process information, identify and define problems, and make objective decisions.
 - e. **Managerial skills** - Organize, plan, multi-task, facilitate, resolve conflict, negotiate, meet deadlines and cope with challenging conditions and situations.
 - f. **Supervisory skills** – Motivate, coach, mentor, provide technical assistance, address conflict and provide oversight.
 - g. **Leadership ability** - Must be dependable, conscientious, possess initiative, self-motivated, objective, and capable of working independently and demonstrate creativity in the completion of duties and responsibilities.
11. Ability to operate manual, electronic and computerized equipment used in daily Retail operations: Equipment includes but not limited to Store Management Systems gift card, electronic check cashing, electronic hand held device, money order machine); fuel equipment; security equipment; beverage dispensers; humidors; vending machines; food service equipment and standard office equipment (i.e. copier, fax, telephone, mobile phone, calculator, two-way radio, printer, and multi-media equipment).
12. Ability to work evenings, weekends and holidays, extended hours, flexible work schedules and to be on call as needed.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Ability to conduct "Administrator" duties and responsibilities that are related Tribal Social Media Policy in accordance with Chapter 15. Computer Resources Ordinance.
15. Obtain and maintain required certifications and licenses: Operators license (responsible beverage server) and food safety.
16. Must adhere to strict confidentiality. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
20. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

JOB DESCRIPTION

Location Manager – Natural Health

Page 3

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Certification as a practitioner in a natural health field.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

Must be an enrolled member of the Oneida Nation of Wisconsin.

1. Associate degree in Retail Management, Supervisory Management, Business Administration or closely related field; three (3) years of experience in supervision; holistic health, natural medicines, and cash register experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**