

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

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



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

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

Phone: (920) 496-7900  
Fax: (920) 496-7490  
Job Line: 1-800-236-7050

**POSITION TITLE:** Assistant Retail Profit Manager  
**POSITION NUMBER:** 02721  
**DEPARTMENT:** Retail Administration  
**LOCATION:** 909 Packerland Dr, Green Bay WI  
**DIVISION:** Enterprise  
**RESPONSIBLE TO:** Retail Profit Area Manager  
**SALARY:** E05 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** March 20, 2017  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** March 27, 2017  
**Proposed Start Date:** As Soon As Possible

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#### **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.

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#### **POSITION SUMMARY**

Assist with providing direction and leadership for Retail Enterprise to ensure optimum performance within the Retail Enterprise Division. Incumbent assists with the development and implementation of business and operational plans, policy; continuous improvement initiatives; communications, and public relations activities. This position assists with maximizing the generation of profit in the Retail Enterprise group. Continuation of this position is contingent upon funding allocations.

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#### **DUTIES AND RESPONSIBILITIES:**

1. Assist with development, implementation and communication of plans, goals and objectives, policies and procedures in accordance with the strategic plan.
2. Assist with preparation and administration of annual budget and operational plans. Assist Oneida Retail Administration staff in the development of operational plans and budgets.
3. Conduct business studies on past, future and comparative performance and develop forecast models. Consolidate, analyze, and evaluate financial data.
4. Track financial status by analyzing results in comparison with forecasts.
5. Identify trends, conduct market research to define the market's geographic consumer and product segments; identify potential customer's needs and desires; research new brand and image development and public relation activities and make recommendations based on sound analysis.
6. Provide recommendations and alternatives to reduce costs and improve financial performance.
7. Identify short-term and long-range issues. Provide recommendations, options with objectives/goals and plans to address.
8. Provide excellent customer service for both internal and external customers. Address customer and employee need courteously and timely.
9. Establish, maintain and facilitate effective relationships, communication processes and activities with emphasis on teamwork and a positive work culture.
10. Perform special assignments and/or projects as assigned.
11. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional associations, meeting with representatives of contracting agencies and related organizations.
12. Assume responsibility of Oneida Retail Enterprise in the absence of the Retail Profit Area Manager.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

**JOB DESCRIPTION**  
**Assistant Retail Profit Manager**  
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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk; sit; occasionally stand, lift and/or move up to twenty five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level and in retail stores with exposure to second hand smoke.
3. Employee will be on call and required to work evening, weekends and holidays as needed.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually.

**STANDARD QUALIFICATIONS:**

1. Knowledge of applicable federal, state, county and local laws, regulations and requirements.
2. Knowledge and ability to efficiently and effectively develop, and manage program budgets and budget preparation.
3. Knowledge of marketing analysis techniques.
4. Knowledge, skills and ability to prepare, review and analyze reports including statistical compilation and analyses.
5. Knowledge of the retail industry.
6. Knowledge and ability to set objective, goals, strategies and schedules.
7. Knowledge and skills in operating various word-processing, spreadsheets and database software in a Windows environment.
8. Knowledge in human resources management policies and procedures.
9. Skill in increasing sales and profitability.
10. Ability to process information effectively, to learn new material, to identify and define problems and recommend an appropriate decision path.
11. Ability to exercise initiative and independent judgment.
12. Ability to communicate efficiently and effectively both verbally and in writing. Skill in developing and delivering presentations.
13. Ability to demonstrate a high level of sensitivity to community issues and concerns. Knowledge of the Oneida community, the history and culture with the ability to integrate into work.
14. Ability to establish and maintain effective working relationships with a variety of individuals and groups in a complex and multi-cultural backgrounds.
15. Must be willing and able to obtain additional education and training.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
18. 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.
19. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

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

1. Master's degree in business management or marketing,
2. Project Management experience.
3. Financial Analyst experience.

**MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Nation of Wisconsin.**
2. Bachelor's Degree in Business Management, Administration or Marketing or closely related field plus three (3) years of work experience in retail, marketing or economic development with two (2) years of management experience that includes experience with multiple business units, fiscal management, budget experience, and short/long term planning. 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.**