

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



# ONEIDA

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

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

Phone: (920) 496-7900

Fax: (920) 496-7490

**POSITION TITLE:** Category Manager  
**POSITION NUMBER:** 01242  
**DEPARTMENT:** Marketing  
**LOCATION:** 909 Packerland Drive, Green Bay WI  
**DIVISION:** Enterprise  
**RESPONSIBLE TO:** Retail Profit Area Manager  
**SALARY:** E05 \$45,961/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** May 16, 2018  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** May 23, 2018  
**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**

Accomplish the Marketing Department's objectives by planning, organizing and implementing merchandise and category management strategies, which maximize retail market share, sales and profit for Oneida Retail Enterprise. Ensure the Marketing Department's services are provided effectively and efficiently to meet the needs of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Develop merchandising plans, goals and objectives in accordance with the strategic plan.
2. Establish, implement and communicate goals, objectives, policies and procedures to ensure maximum achievement of sales and profit.
3. Improve staff effectiveness by coaching, training, and appraising job tasks and results and ensure employees are consistently providing excellent customer service.
4. Host regular staff meetings to ensure communication between personnel and business related activities.
5. Oversee merchandise selection and procurement and ensure a focused continuity on the selling floor.
6. Ensure that pricing, promotional strategies and marketing support the financial objectives of Oneida Retail Enterprise.
7. Monitor and analyze base cost records, mark up strategies, vendor information, sales and profit trends and competitive trends to help develop business opportunities and maximize sales.
8. Assist in the planning stage of new store development, store remodels and product implementation; develop individual store plans that support the overall strategy of current stock positioning for key merchandise categories, items and vendors.
9. Develop, promote and maintain relationships with vendors, suppliers and various industry associates.
10. Achieve financial objectives by assisting in the development and administration of the annual budget; presenting and justifying budget recommendations to appropriate personnel.
11. Contribute to department's effectiveness by identifying short-term and long-range issues and goals that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of actions; implementing directives.
12. Keep leadership and other departments informed of status of department activities by attending meetings and submitting reports.
13. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.

## **JOB DESCRIPTION**

### **Category Manager**

#### **Page 2**

#### **DUTIES AND RESPONSIBILITIES:** (Cont.)

14. Adhere to all Oneida Nation Personnel Policies and Procedures, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. 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.

#### **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.
3. 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 applicable federal, state, county and local laws, regulations and requirements.
2. Knowledge and ability to efficiently and effectively develop, and manage program budgets.
3. Knowledge of budget preparation.
4. Knowledge of marketing analysis techniques.
5. Knowledge of statistical compilation and analyses.
6. Skill in problem solving, human relations, and time management.
7. Skill in increasing sales and profitability.
8. Ability to develop, promote and maintain excellent customer service skills.
9. Ability to exercise initiative and independent judgment.
10. Ability to work extended hours and various work schedules.
11. Ability to demonstrate a high level of sensitivity to community issues and concerns.
12. Ability to communicate efficiently and effectively both verbally and in writing.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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.
18. 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 and Tribal 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.

#### **PREFERRED QUALIFICATIONS:**

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

#### **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.**
2. Bachelor's Degree in Business Management, Administration or Marketing plus three (3) years work experience in a multi business unit retail environment with two (2) years of management experience; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

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