

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:
<http://oneida-nsn.gov>

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

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

FIRST POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Assistant Location Manager
POSITION NUMBER: Various
DEPARTMENT: Retail
LOCATION: Varies
DIVISION: Enterprise
RESPONSIBLE TO: Location Manager / Operations Director
SALARY: NE06 \$15.41/Hr. (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: October 19, 2021
CLOSING DATE: October 29, 2021
Transfer Deadline: October 26, 2021
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

Assist Location Manager within the Oneida Smoke Shops and Oneida One Stops with daily operations as assigned. Demonstrates leadership and ensures maximum sales, profitability, efficient operations, and exceptional service. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent internal and external customer service develop and maintain effective working relationships.
2. Ensure maximum sales, profitability, and efficient operations.
3. Lead and work alongside employees and cross functional teams to communicate and administer ORE vision, mission, strategies, goals, policies, process, procedures, job duties and other relevant information.
4. Coach, mentor, train, motivate to foster trust, cooperation, productivity, motivation, and morale.
 - a. Conduct store orientation, performance evaluations, corrective actions, and time and attendance.
 - b. Identify work performance improvements and/or identify training to improve knowledge or skills.
 - c. Act as a liaison with employees and management.
 - d. Complete thorough investigations and responses to employee concerns.
 - e. Address conflict, grievances, complaints and disputes through negotiation and conflict resolution.
 - f. Delegate assignments and coordinate the activities of staff.
5. Enter data, verify accuracy, and resolve discrepancies in accordance with work standards and time frames.
6. Ensure the safeguarding of retail assets for retail operations.
7. Operate store management systems.
Implement merchandising management for assigned locations:
 - Ordering
 - Compliance with contractual requirements
 - Inventory
 - Maintain vendor relationships
8. Ensure the facility, equipment and location is safe, clean, and properly maintained.
9. Develop, maintain, and facilitate effective networking and communication processes and activities.
10. In absence of Location manager assumes designated operational responsibilities.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. 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.

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Continuously stand, walk, use hands for repetitive movement, simple grasping; and use sight, hearing, and speech.
2. Frequently sit, bend/stoop, reach above shoulder level, and lift/move up to thirty (30) pounds.
3. Occasionally climb heights, crouch, kneel, squat, crawl, balance, push/pull and lift or move up to seventy-five (75) pounds with assistance.
4. Employee may be exposed to outdoor temperatures and work outdoors while wearing protective clothing.
5. Work is generally performed indoors in a retail setting where employees have frequent contact with the public; exposed to secondhand smoke; moderate noise level and toxic substance such as gasoline and diesel fuel.
6. Extended work hours including evenings, holidays, and weekends.
7. A 2 step 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 tribal, federal, state and local laws, regulations and requirements.
2. Knowledge of basic computer operations, knowledge of how to use a keyboard, typing, data entry, spreadsheet applications and experience in Microsoft Office applications and data base management programs. Keyboard/typing test to be administered.
3. Skill in increasing sales and profitability.
4. Customer service-oriented disposition, excellent customer relation skills and ability to treat external and internal customers with tact, courtesy, objectivity, and respect.
5. Must have the following skills and capabilities:
 - a. **Language and Communication Skills** - ability to listen, speak, read, and write effectively. (Written exercise to be administered.)
 - b. **Math skills** - basic math skills.
 - c. **Reasoning ability** - ability to 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 work under pressure.
 - 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.
6. Team building knowledge, skills, and abilities. Ability to demonstrate various skills to collaborate and cooperate with others to complete a goal, task, assignment, or project. Ability to participate effectively in a team environment and knowledge of team building.
7. Leadership knowledge, skills, and abilities. Ability to interact with others, motivate, coach, mentor, provide technical assistance, address conflict, provide oversight, conscientious, possess initiative, self-motivated, objective, capable of working independently and demonstrate creativity to perform job functions and in the completion of duties and responsibilities.
8. Organizational knowledge, skills, and abilities. Ability to set goals and objectives, time management and scheduling, managing priorities, meeting deadlines, identifying tasks, attention to detail multitasking and record keeping.
9. 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 devise, fuel equipment; security equipment; beverage dispensers; humidors; vending machines; food service equipment and standard office equipment (i.e. copier, fax, telephone, mobile phone, calculator, printer, and multi-media equipment).
10. Ability to work evenings, weekends and holidays, extended hours, flexible work schedules and to be on call as needed.
11. Ability to successfully cope with challenging conditions and situations.
12. Ability to integrate training, experience, and common sense in performing assigned duties and responsibilities.
13. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
14. Ability to demonstrate sensitivity to community issues and concerns. Knowledge of the Oneida community, the history and culture.
15. Ability to obtain and maintain required certifications and licenses.
16. Must adhere to strict confidentiality in all matters. **(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 Tribes Drug and Alcohol-Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (cont.)

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 driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law 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. Associate Degree in Retail Management, Business, Marketing, or related field.
2. Knowledge of inventory control, accounting and purchasing.
3. Knowledge in human resources management policies and procedures.
4. Six months supervisory experience including motivating, providing direction, corrective actions, coaching, training, and performance evaluations.
5. Convenience store work related experience.
6. Experience in developing work schedules.
7. Knowledge, skills, abilities and experience with daily reconciliations, deposits, day closes, etc.
8. Knowledge of and ability to communicate in the Spanish language.
9. Knowledge, skills, abilities in the following:
 - a. Group facilitation
 - b. Continuous improvement methodologies
 - c. Project management.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years or older prior to employment.
2. **Must be an enrolled member of the Oneida Nation.**
3. High School Diploma, HSED Diploma or GED Certification; applicants age 50 and older are exempt from this requirement.
4. Two (2) years work experience in the retail industry.
5. Six (6) months of direct customer service experience with daily customer contact involving the resale of goods or services; and/or 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.**