



JOB DESCRIPTION

TITLE: Buffalo Bay Store Manager
DEPARTMENT: Red Cliff Business Development Corporation (RCBDC)
SUPERVISOR: CEO BDC
POSITION: This is a Regular Full-Time Exempt Position
WAGE: \$17.00/hr. to \$22.00/hr. Negotiable
SHIFT: Days/Weekends/Holidays

JOB SUMMARY: Under the direction of the Business Board President, the Buffalo Bay Store Manager Responsible for all managerial duties associated with Buffalo Bay Store that would ensure its success. Implement and follow all policies and procedures. Review and secure all vender of business.

Applicants should be advised that the Tribe or RCBDC reserves the right to disqualify applicants whose prior activities pose a threat to the public interest. Friendly, professional attitude required at all times. Must be willing to work nights, weekends, and holidays. Neat clean appearance is a must.

DUTIES AND RESPONSIBILITIES:

- Plan, direct and evaluate the operations of the Buffalo Bay Store
- Manage staff and assign duties
- Order and receive merchandise and update and oversee inventory and stocking activities
- Resolve customer complaints
- Determine staffing requirements and hire or oversee hiring of staff
- Create and maintain employee schedules
- Review timecards and employee schedules, ensure all shifts are covered
- Submit bi-weekly payroll info (time cards, payroll changes, new hires, and terminations)
- Establish professional relationships with vendors to make sure that store goods are delivered in a time efficient manner
- Must keep all appropriate financial records relative to Buffalo Bay Store in a timely manner and to work closely with Financial Manager in providing Business Board with a written and oral monthly report.

QUALIFICATIONS:

- Minimum of high school diploma, HSED or GED required, Associated Degree preferred.
- Previous Service station experience.
- Two years previous Managerial experience required.

- Ability to multi task.
- Must possess excellent interpersonal and employee relation skills.
- Basic computer knowledge required. Must be familiar with Excel and Quick books
- Must possess payroll and payroll tax processing experience.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa as well as the Red Cliff Business Development Corporation requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

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Applications are available at the Red Cliff Tribal Personnel office and on the website www.redcliff-nsn.gov

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

Posting Date: June 21, 2018

POSTING DEADLINE: July 12, 2018 @ 4:00 p.m.

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa
Human Resources Department
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www.redcliff-nsn.gov
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(715) 779-3700 ext. 4268