

*****JOB ANNOUNCEMENT*****

General Manager of LCO Country Store

POSITION: General Manager of LCO Country Store
POSTING DATE: September 21, 2018
CLOSING DATE: October 5, 2018
SALARY: Negotiable
LOCATION: LCO Country Store
SUPERVISION: Lac Courte Oreilles Tribal Government
ADMINISTRATION: LCO Tribal Policies & Procedures

POSITION SUMMARY:

The General Manager for the LCO Country Store will be responsible for the overall operations of the LCO Country Store including, but not limited to, staffing needs, financial performance, employee supervision, customer relations, and all other operational matters that may arise.

QUALIFICATIONS:

- Mature adult.
- Tribal preference applies.
- Bachelor's Degree in Business Management or related field with a minimum of three (3) years of management experience or; Associates Degree in business related field with five (5) years of management experience in grocery store or retail preferred.
- Must be bondable under Tribes Bonding Policy during employment with the LCO Tribe.
- Must be able to pass pre-employment drug screen and random drug screen(s) thereafter.
- Must possess a valid Driver's License.
- Must have reliable transportation, including insurance coverage.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of marketing process as it applies to grocery merchandising.

- Ability to plan, conduct, and participate in meetings to promote team-based management.
- Able to communicate effectively both verbally and in writing.
- Knowledgeable of computer software programs such as Microsoft Word, Excel, and familiarity with POS systems.
- Ability to effectively lead a team and manage personnel.

DUTIES AND RESPONSIBILITIES:

- Maintain confidentiality in all departmental matters and sign a confidentiality statement upon hiring.
- Provide operational and financial reports to the Business Manager or Lac Courte Oreilles Tribal Governing Board as required or requested.
- Ensure financial success of the LCO Country Store through management of company resources including oversight of department managers, supervisors, assistants, and through direct contact with customers, vendors and other interested persons.
- Assume full responsibility for the operations of the business including human resources, financial analysis, marketing, merchandising, and other business aspects routinely associated with managing a grocery store.
- Annually set business goals and outline steps taken to achieve them.
- Maintain all credentials necessary to fulfill the position as General Manager.

APPLICATION PROCEDURE:

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
ATTN: Holly Trepanier, Human Resources Director
13394 W. Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.