

## **Vacancy Announcement**

**Title:** Enterprise Manager

**Reports To:** KCDC Board of Directors

**Location:** Yreka, CA

**Salary:** \$45,000 - \$65,000 DOE

**Classification:** Full-Time, Regular, Exempt, Non-Entry Level

**Summary:** The Enterprise Manager will be responsible for working with KCDC CFO to determine cost of goods sold, profit and loss, sales and marketing trends, advertising, customer relations, and general overhead costs; performing periodic physical inventory as mandated; working with Rain Rock Casino staff for marketing and rewards program; prepare operational reports and analyses for the Board of Directors; manage KCDC properties.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us) The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## POSITION DESCRIPTION

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### **Responsibilities:**

1. Develop, recommend, implement, and keep current, policies and procedures related to enterprises. Oversee the training and development of enterprise staff.
2. Shall deposit previous day's revenue in the bank and record deposits daily into data system as assigned.
3. Work closely with KCDC ED and CFO on a regular basis to determine cost of goods sold, profit and loss, sales and marketing trends, and general overhead costs to ensure smooth and profitable operation of all enterprises.
4. Maintain inventory system and controls to account for all products and sales. Generate inventory and sales reports to determine sales trends and provide those reports to the KCDC CFO, KCDC ED, and the KCDC Board of Directors on a monthly basis.
5. Work closely with Rain Rock Casino marketing department to develop marketing programs and promotions.

6. Work in coordination with enterprise managers to determine merchandise to carry or discontinue based on marketing trends, customer preference, research, and vendor terms and to stay current with marketing programs and promotions.
7. Shall be available for local and out of area travel as required for job related training. Shall attend all required meetings and functions as requested.
8. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and knows the importance of excellent customer service.
2. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of the enterprise staff and KCDC. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
3. Program Support: Supports, cooperates and assists to meet the goals of all components of the KCDC. Establishes and maintains an effective working relationship with KCDC staff and the Board of Directors.
4. Professional Development: Participates in ongoing professional development, training, and meetings as determined in coordination with the KCDC ED and/or Board.

**Requirements:**

1. Associates Degree with minimum of 5-years business administration background.
2. Documented experience with computerized accounting software and point of sale systems.
3. Minimum of 3-years supervisory experience with excellent written and verbal communication skills to direct employees as needed.
4. Must be a problem solver who works to overcome the obstacles that may prevent an employee, an enterprise, or KCDC from reaching its goals.
5. Must have a valid driver’s license and good driving record for insurance purposes.

6. Must be bondable and successfully pass a pre-employment drug screening and background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, tribal preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and the Karuk Community Development Corporation to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**KCDC Board Approved Date:** 5/8/2019\_\_\_\_\_

**Council Approved Date:** 5/22/2019\_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_