



Pride of the Ojibwa

13394 W Trepania Road

Hayward • Wisconsin • 54843

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****Job Announcement****

INVENTORY MANAGER – RETAIL OPERATIONS

Position Title: Inventory Manager (Manage Multiple Retail Operations)
Posting Date: May 4, 2021
Closing Date: Open Until Filled
Salary: Negotiable (D.O.Q.)
Department: Retail Operations
Reports to: Retail Manager
Administration: LCO Tribal Government Personnel Policies & Procedures

Job Summary:

The Inventory Manager manages inventory for multiple retail operations and supervises all employees necessary to achieve the financial, operational, and guest service expectations. Plans, organizes and sets inventory administrative, operational, and revenue goals for each facility and assures that each facility is operating within inventory guidelines established by the Retail Manager.

Duties and Responsibilities:

- The Inventory manager is responsible for recording and ordering supplies, products, and materials for all assigned retail operations. People with strong organizational and record-keeping skills may be a good fit for a career in inventory management.
- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate inventory levels in each store is based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to employees to effectively maintain proper inventory in each facility.
- Prepares and operates annual budgets for stock, merchandise and inventory. Orders products and supplies.
- Practices sound security measures at all times while maintaining proper inventory levels, records, information and equipment.
- Reconciles, balances and counts inventory at the beginning and end of shift.

*LCO Tribal Government
Human Resource Dept
Inventory Manager*

- Responsible for tracking store inventory records, supervision of salesclerks and proper handling of inventory receipts and records of sales transactions.
- Provides customer service-related assistance, such as assisting customers with selection and/or purchase, and handling exchanges.
- Conducts monthly inventory of store merchandise.
- Ascertains that the merchandise in the stores are accurately inventoried and displayed to its' best advantage.
- Responds to special requests of customers, as well as customer complaints and inquiries in a calm, prompt and courteous manner.
- Analyze and measure business trends based on inventory transactions; develop and implement plans to maximize sales and meet or exceed goals and objectives.
- Build and maintain strong supplier and vendor relationship.
- Oversee operations to ensure efficiency, quality, service, and cost-effective management of resources.
- Forecasts inventory needs based on sales and strategizes how to meet/exceed sales goals by having proper inventory levels at all times.
- Controls shrink and inventory expenses.
- Ensures maximum level of customer service and satisfaction in the store by having proper levels of inventory on-hand at all times.
- Plans, develops, and implements strategies for generating resources and/or revenues for the organization.
- Oversees development and or implementation of policies and procedures of program pertaining to inventory.
- Prepares and presents reports on the status, activities, and plans for current and future inventory needs.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities with inventory.
- Performs other duties as assigned.

Minimum Qualifications:

- High School Diploma or GED.
- Three-years customer service, cash handling and store experience. One year in a lead or supervisory capacity.
- Must be 21 years of age.
- Must have a valid state Alcohol Servers License.
- Prefers Bachelor's Degree in Sales, Business Administration or related field.
- Five-years work experience as a Store Manager.
- Must have a valid state Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must have good mathematical skills.
- Must have strong computer skills.
- Must be willing to work an evenings, weekends and holidays.
- Must be able to pass a background check.
- Must successfully pass a pre-employment drug screen.

Knowledge, Skills and Abilities:

- Knowledge of basic arithmetic.
- Knowledge of cash register operations, sales methods and techniques.
- Knowledge of Retail Department guest service standards.
- Knowledge of retail shop maintenance and operations.
- Knowledge of POS systems.
- Knowledge of inventory systems.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in accurately using a cash register and making change.
- Ability to write reports and business correspondence.
- Ability to work extended hours and various work schedules.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to follow instructions in verbal and written format.
- Ability to use good judgment and foresight.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Work is generally in an indoor setting with a moderate to high noise level. Stocking in refrigerators where exposure to cold conditions may occur. Prolonged standing. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.

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**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Fax (715) 634-4797
HR Fax (715) 699-1209

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