



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road
Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

April 30, 2019

#83-19

Department: Colorado River Building Materials (C.R.B.M.)

Position: Manager (Exempt)

Reports To: Tribal Council Chairman

Salary: D.O.E.

Job Summary:

General supervision over all management and operations of a general hardware and lumber store operated and owned by the Colorado River Indian Tribes. Responsible for all assets of the company and securing a satisfactory operating result.

Duties & Functions:

1. Establishing company policy
2. Establishing budget for sales, inventory and expenses
3. Interviewing, selecting and dismissing of all employees
4. Determining authority and responsibilities of all employees
5. Reviewing performance and salary rates for all employees
6. Establishing a market plan, both short term and long term
7. Determining the merchandise lines to be carried for each department
8. Analyzing competition
9. Reports and works directly with the Business Enterprise Board
10. Maintains good working relationship with the Enterprise Accountant and the Business Enterprise Board
11. Meets monthly, and provides a written report to the Business Enterprise Board on the progress of business
12. Approves open charge accounts and works on collection of past due accounts
13. Handles any complaints about the store, and its employees
14. Schedules employees and
15. Proposes all capital expenditures for the business to the Business Enterprise Board
16. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.
17. Other duties may be assigned at the discretion of the Director or designee to fulfill the Department's needs, objectives and/or goals.



Required Skills and Abilities:

1. Must be bondable and dependable.
2. Must possess strong math skills.
3. Must have basic computer knowledge and learn to operate the Rock Solid Retail software program used for sales.
4. Must be dependable and have strong communication skills to effectively deal with customers, public and employees.
5. Must have knowledge in plumbing, electrical, lumber, paint, hardware products.
6. Must operate a forklift when necessary.

Education & Experience Requirements:

1. Bachelor's degree or equivalent from an accredited college or university with major courses in business, accounting, marketing, management or any other related field, or high school diploma and/or equivalent and five (5) years experience in managing a profitable retail store.
2. Must have two (2) years experience in a supervisory capacity.
3. Must have valid Arizona Driver's license with a satisfactory driving record. CDL a plus, but not a requirement.

Physical Requirement:

1. Be able to stand at least eight (8) hours.
2. Must successfully complete a drug screening test prior to appointment.
3. Physically able to perform duties assigned.
4. Occasionally work extended shifts as assigned, some weekends and holidays.
5. Must be available for call back at any given time dependent on the department needs.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:
COLORADO RIVER PREFERENCE:



Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

