



**Spirit Lake Tribe**  
 P.O. Box 359  
 Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Store Manager</b>	<b>Open Date:</b>	<b>July 8, 2019</b>
<b>SL Program:</b>	<b>Visitors Center</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Objective:**

**Major Duties & Responsibilities**

- Responsible for the overall successful management of the new Visitors Center. To be located in the Fort Totten Tribal Mall.
- Responsible for all Business Start Up Duties and Obligations, such as Opening and Closing Store, Ordering Inventory, Display assemble and Inventory set up, New Signage Placement etc. etc.
- Meeting the Public in a kind and respectful manner.
- Responsible for all Sales and Accounting Transactions, such as Deposits, Purchase Orders, Requisitions, ordering supplies, record keeping, Inventory, monitoring all business operations etc. etc.
- Contact with other entities to gather information pertinent to Visitor’s needs.
- Reports Visitors Center financial position to Supervisor
- Other Duties as Assigned.

**Qualifications, Experience and Education required:**

- Minimum of Two Year (A.A.) Degree in Business Administration.
- One to Three Years of Managerial Experience.
- Excellent Computer skills – knowledge in Excel
- Must be able to present themselves in a professional manner
- Get along well with the General Public
- Experience and knowledge in sales
- Must have knowledge of history and culture of Spirit Lake Tribe.
- Knowledge of Hunting and Fishing terms
- Must be able to lift at least 50lbs
- Must be able to pass background check and possess a valid ND drivers license.

<b>Job Role:</b>	Store Manager	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full Time	<b>Supervision</b>	
<b>Monthly Salary Range:</b>	14.00 hourly	<b>Manages Others:</b>	No

<b>Number of Vacancies:</b>	1		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0635	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>			
	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference, a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		