



# Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

---

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Director of Retail Operations

**OPEN:** February 17, 2021

**EXEMPT:** Yes

**SALARY:** \$74,880 - \$85,280

**SHIFT:** Day

**LOCATION:** Lummi Bay Market 260

**STATUS:** Full Time

**CLOSE:** March 8, 2021

**JOB CODE:**

**ORGANIZATION:** Lummi Commercial Company

**DEPARTMENT:** LCC Administration

**SUPERVISOR:** C.E.O.

**VACANCY:** 1

**JOB SUMMARY:** Under the direction of the C.E.O., the Director of Retail Operations is responsible for ensuring the proper administrative management of the Lummi Commercial Company (LCC) retail operations. In carrying out that responsibility, the Director of Retail Operations has the necessary authority to implement administrative systems, supervise retail staff, and ensure the company's professional environment helps, rather than hinders, all company employees in carrying out their duties. The Director of Retail Operations is responsible to ensure the retail stores are operated in a manner that will yield the maximum profits to the Lummi Indian Business Council (LIBC).

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES:** includes the following, and other duties as assigned:

- Responsible for the daily product pricing of LCC's retail outlets in a manner that yields the maximum long-term distributions to the LIBC.
- Monitor the cost of goods sold at the LCC retail outlets in order to maximize the annual, and long-term, operating income (EBITDA).
- Ensure the company's strategies and policies are implemented in a manner to meet or exceed the annual and long-term revenue goals.
- Support a positive, proactive and results-oriented work culture that is regarded by peers and stakeholders as innovative and demonstrative of company's values (as described in the LCC Governing documents).
- Active participation in project planning with the LCC executive team and execution of strategic plans that have been adopted by LCC leadership.
- Continuous coordination with the LCC finance department, ensuring that the transition of paperwork from the retail properties to the accounting office is timely, accurate, and efficient.
- Marketing and developing the amenities for each LCC retail property.
- Coach and develop direct report employees.
- Maintain regular communication with the LCC retail store Managers/Directors including regular staff meetings and on-site visits.
- Maintain proper licensing for all retail properties.
- Participate in the developing of annual budgets and revenue projections for the LCC retail outlets.
- Maintain good business relationship with LCC's vendors.
- Travel off-site to attend meetings, trainings, conferences and as required or mandated for the purpose of professional development.

- Travel off-site to attend meetings, trainings, conferences and as required or mandated for the purpose of involvement in the greater community for exposure and networking.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Requires an exceptional understanding of how to translate real-world data into algebraic equations and then determine the solution. Understanding of statistics and basic calculus.
- Must be able to utilize available data and resources to assess and develop financial projections.
- Must be able to work independently and exercise good judgment, balance priorities and workload.
- Must be able to communicate effectively with all team members in a variety of modalities.
- Maintain the highest degree of confidentiality and integrity at all times.

### **REQUIREMENTS**

- Lummi/Native American/Lummi Veteran's preference policy applies.
- Requires a Bachelor's in Business Management or four (4) years equivalent experience.
- Requires two (2) years of experience in supervising staff of 25 or more employees with at least three (3) direct reports.
- Requires fluency in computers, Excel, Word, Outlook and office equipment.
- Accounting experience preferred.
- Fluency in P.O.S. systems and software preferred.
- Requires willingness to work in excess of 40 hours per week as needed.
- Requires excellent problem solving, oral and written communication skills, as well as attention to detail and follow up.
- Requires strong communication skills and the ability to work with people of diverse backgrounds.
- Requires demonstrated willingness to take direction and serve under multiple managers on simultaneous tasks.
- Must be able to sit/stand for prolonged periods of time.
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
- Must pass an extensive criminal background check.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.

\*Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of this position change.\*

### **TO APPLY:**

To obtain a Lummi Commercial Company (LCC) Application click on Link provided below: <https://static1.squarespace.com/static/5e4c5ed86aebc25c8697efc/t/5ffeld456f4e5e730a4053f6/1610489157912/LCC+APPLICATION+1-1-2021.pdf> or request by email [Applications@lcc-lummi.com](mailto:Applications@lcc-lummi.com) For more information contact the Lummi Commercial Company Human Resources at (360)758-4223 x1017. Submit LCC Application, Cover Letter, Resume & Reference Letters no later than 4:00 p.m. on the Closing Date. If listing requires Degrees or Certifications, please include copies with the Application packet. Mailing Address: 2751 Haxton Way, Bellingham, WA 98226, LCC Human Resources FAX Number (360)758 -2573.