



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB DESCRIPTION

JOB TITLE:	Business Manager - Kiosk		
PROGRAM:	SEA-TAC KIOSK	FLSA STATUS:	Non-Exempt
LOCATION:	Seattle Intl. Airport 17801 Intl Blvd SeaTac, WA 98158	WORK SCHEDULE:	Thursday - Monday
REPORTS TO:	UIATF Executive Director	PAY RANGE:	\$20 plus per hour, including Overtime

JOB SUMMARY

The Business Manager is the one who motivates the work of Retail Sales Associates to run a major business opportunity efficiently, with the goal of making a large profit. You should have working knowledge of the following areas: Will assist in leading the store's evolution to successfully meet and/or exceed performance goals; Engage in conversations and help them find solutions to fulfill the Customer's purchase requests; continuously practices and provides a great customer experience; leading by example; Lead, train and hold the Sales Associates accountable to maintain the cleanliness, organization and attractiveness of the Kiosk; Will mentor and encourage Sales Associates to help contribute to sales growth, while maintaining a clear vision of the Sea-Tac Kiosk mission and goals; Will make decisions based on best business practices; Assist in hiring excellent candidates to build and reflect UIATF values; Contribute to a happy, productive team; Provide leadership in all aspects of business operations; will work effectively to manage short term store needs with the long term goals; Attentive to detail while remaining well-organized, flexible to change, and a strategic thinker; will assist in leading Sales Associates through growth and change in a positive, productive way.

- Instinctively gracious: genuinely enjoys making others feel welcome.
- Knowledgeable about Native cultural artisan works.
- Highly accountable: follows through on commitments.
- Has integrity: says and does and provides an exceptional purchase experience.
- Has good judgment: makes rational ethical decisions toward long-term outcomes
- Competent with basic math, comfortable using computers, calculators and 10-keys
- A self-starter, but happy to take direction and learn from others
- A team player: contributes to the happiness and effectiveness of co-workers
- Able to repeatedly lift and carry up to 30 pounds

JOB DUTIES:

- Ensures inventory is accounted for.
- Reconciles sales receipts, ensuring proper sales.
- Responsible for re-stocking merchandise through placement of orders and negotiating with local vendors, in a timely manner.
- Leads, models and trains store associates

- Provides product information, including features, trends and styles and makes product suggestions based on knowledge of the merchandise and the customer.
- Evaluates and manages store sales on a daily basis utilizing applicable reports and scheduling tools to ensure all goals/plans are achieved.
- Creates loss prevention action plan utilizing company tools and processes to minimize loss and achieve goals.
- Understands and leads team to execute Kiosk strategies, including merchandising moves.
- Leads the team in all tasks related to maintain a neat, clean and organized store.
- Utilizes business information to problem solve, make decisions and drive sales.
- Executes all parts of business strategy, including hiring, new hire orientation, training and performance management.
- Manages scheduling of sales associates to ensure there is appropriate coverage to ensure a consistent fun and meaningful customer experience.
- Kiosk managers are required to work a minimum of 40 hours per week. Based on business needs, Kiosk managers may be expected and/or required to work additional hours, which would be compensated as base pay with overtime.
- Ensures compliance with established policies, including; but not limited to meals, rest breaks, tracking of both regular and overtime pay.
- Ability to lift and carry 30 pounds.
- Performs other duties, as assigned.

QUALIFICATIONS:

- A Bachelors degree in business administration or equivalent years of experience.
- Previous retail or customer service experience.
- Previous management experience preferred.
- Performs other duties, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Pass a basic criminal history background inquiry.
- Acceptance of diversity in ethnicity, culture, spiritual practices and lifestyles.
- 18 years old or more.

TENTATIVE SCHEDULE: Thursday - Monday 10am – 6pm

Ensure work areas and surfaces in the Kiosk are cleared, clean and returned to original condition.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is not exposed to weather conditions.

<p>JOB POSTING DATE: 05/15/18 CLOSING DATE: When Filled.</p>	<p>APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org</p>
<p>COMPENSATION: Commensurate with experience and qualifications; plus, excellent benefit package provided, after 90 days.</p>	<p>APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form: COMPLETED APPLICATION</p>
<p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p>SUBMIT APPLICATION TO: jobs@unitedindians.org or send to: United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640</p>