



## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 ▪ [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)

Quil Ceda Village  
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**JOB TITLE:** Supply Chain Manager

**JOB NUMBER:** 2018-011

**DEPARTMENT:** Finance/Supply Chain

**JOB DESCRIPTION:**

This position is responsible for managing the supply chain team including inventory, pricing, merchandising, marketing, and purchasing of our three current convenience store/gas station locations and any future locations. This position is responsible for the entire supply chain process.

**JOB OPEN:** June 13, 2018

**JOB CLOSE:** Open Until Filled

**TO APPLY:** Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Exempt

**EMPLOYEE REPORTS TO:** QCV Chief Financial Officer

**EMPLOYEE SUPERVISES:** Supply Chain team

**EDUCATION:**

- Bachelor's degree in business management, operations management, economics, or similar field preferred.
- CPM (Certified Purchasing Manager) and/or CPIM (Certification in Production & Inventory Management) preferred.
- Supply Chain Certification preferred

**SKILLS:**

- Strong interpersonal skills including the ability to work with all levels of the organization. Proven track record of leading complex projects to completion
  - Ability to speak clearly and utilize effective written communications skills. Strong communication skills are required.
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- Must be highly organized
- Team approach to problem solving
- Advanced computer skills in Microsoft Office Suite, Point of sale systems, and similar required.
- Strong quality background and leadership
- Superior negotiation skills required to secure best vendor terms, pricing, and delivery based on specific budget and schedule requirements
- Result driven self-starter with excellent time management

#### EXPERIENCE:

- Minimum 5+ years' experience in inventory management.
- Retail inventory experience preferred
- Minimum 5+ years' experience in supply chain management
- Minimum 5+ years' personnel management

#### OTHER REQUIREMENTS:

- Must be proficient with MOS, with emphasis on Excel. **Test will be given**
- Strong written and oral communication skills. **Test will be given**
- Strong analytical skills and problem resolution skills
- Must be available to work evenings, weekends, and holidays
- Valid Washington state drivers license and dependable vehicle; daily driving required
- Must be able and willing to travel, by car and air, as necessary
- Ability to effectively work without conflict with other departments, subordinates, management, customers and vendors

#### SPECIFIC JOB PERFORMED:

- Manage inventory schedule compliance
- Manage promotion maintenance, reporting, and execution
- Execute point of sale systems set-up, compliance, execution for process, and procedures
- Manage store layout and assortment planning
- Manage reporting and execution on inventory levels, turns, sales, and vendor fill percent.
- Manage point of sale maintenance and updating
- Manage product life cycle

- Manage the performance and personnel development of the Supply Chain team to ensure effective leadership, operational and technical competence are in place to sustainably execute the organization's performance objectives
- Hires, trains, develops and motivates supply chain personnel
- Ensure cross training is done across supply chain team

**BASE WAGE:** DOE plus excellent benefits

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.