



Creek Indian Enterprises Development Authority Open: Until Filled

Director of Operations

The Director of Operations is responsible for providing leadership and executive direction to staff while directing the overall operations of Creek Indian Enterprises' convenience stores and travel plaza.

Key Employee Status

The Director of Operations has been designated key employee status under the Ethics Code and is responsible for meeting the standards of conduct contained therein.

Reporting Relationship

The Director of Operations shall report directly to the Creek Indian Enterprises President/CEO.

Duties and Responsibilities

- Responsible for the supervision and leadership of convenience store/travel plaza employees.
- Develops, obtains approval and implements annual business plans based on budget forecasting and industry analysis.
- Trains and develops managers in all aspects of the business including hiring, performance evaluations and disciplinary actions.
- Develops and implements procedures for purchasing equipment, supplies, etc.
- Interacts with CIEDA to implement vision, mission and corporate values.
- Maintains internal monitoring of business goals and objectives.
- Researches ongoing marketing trends for the retail/convenience store industries to determine pricing, and develops and implements plan to maximize sales in order to meet or exceed goals and objectives.
- Takes advantage of economies of scale by negotiating or approving contracts and agreements for multiple locations with suppliers, distributors, and other organizational entities.
- Consult with buying personnel to gain advice regarding the types of products or services expected to be in demand.
- Reviews operational records and reports on a daily basis and works with managers to analyze and improve projections of sales and profits to meet budget targets.
- Directs the securing of permits and licensing and establishment and maintenance of procedures for new and existing businesses that comply with all applicable laws, policies, and procedures.
- Performs other duties as assigned by the President/CEO.

Qualifications

- Associate's Degree in Business Management, Accounting, Finance or related field required. Bachelor's Degree preferred.
- A minimum of ten (10) years in successful business management at executive level with high volume convenience stores/travel plazas required.
- Must be familiar with back office operations and able to make adjustments as necessary to meet business goals.
- Demonstrated ability to communicate effectively; must be able to communicate effectively with employees, the general public and all levels of management, maintaining professionalism and respect.
- Ability to lead and direct the work of others, while managing performance to optimum levels.
- Must be well organized with excellent attention to detail and ability to coordinate various projects.
- Must have working knowledge of computers and software associated with a retail/convenience store operations and experience working in a Windows environment with various software programs such as Word, Excel, etc.
- Working knowledge of inventory and cost control systems.
- Must possess working knowledge of the accounting process, including financial statements, budgets, accounts receivables/payables, inventory, debits, and assets as required.
- Must possess a valid state driver's license.
- Ability to comply with all other requirements as specified within the CIEDA Personnel Policies and Procedures.
 - **C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502**
 - **Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm**
 - Apply online www.CIEJobs.com Email: HR@pcicie.com

- **PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.**
- Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.