

# **\*\*EXTERNAL POSITION OPENING \*\***

## **GIFT SHOP MANAGER**

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**RATE OF PAY:** Depending upon experience

**LOCATION:** Thief River Falls, MN

**OPENS:** November 12, 2024

**CLOSES:** November 26, 2024

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### **POSITION OBJECTIVES:**

Under the general supervision of the General Manager, the Gift Shop Manager is responsible to oversee the Gift Shop operations for Seven Clans Casinos.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for overall business operations, including: staffing, pricing, ordering, inventory and profitability.
- Maintains adequate inventory levels to ensure business needs are met.
- Determines products to sell, solicits bids and selects vendors. Formulates pricing policies on merchandise according to requirements for profitability of store operations.
- Cooperates with casino/hotel/restaurant operations to enhance overall business.
- Responsible to ensure adequate record keeping is maintained, including accounts receivable/payable, inventory, time, cash shortages/overages, etc.
- Responsible to ensure policies, procedures, rules and regulations are adhered to and maintained.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Operates tills, assists customers.
- Handles problems or grievances (customers and/or employees) in a timely and professional manner.
- Reviews daily operations to maximize business potential.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

### **REQUIRED QUALIFICATIONS:**

It is required the Gift Shop Manager have HS Diploma or GED and at least a two year vocational degree with Retail experience preferred.

### **SEND COMPLETE RESUME/TRANSFER REQUEST TO:**

[victoria.mostrom@7clans.com](mailto:victoria.mostrom@7clans.com) Human Resources Office,  
20595 Center St. E. Thief River Falls, MN 56701 1-800-881-0712

Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)