

## POSITION DESCRIPTION

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<b>POSITION:</b>	<b>BMBH GENERAL MANAGER</b>	<b>LICENSE:</b> No
<b>DEPARTMENT:</b>	General Administration	<b>WAGE:</b> Negotiable
<b>REPORTS TO:</b>	Tribal President/Board of Directors	<b>STATUS:</b> Exempt

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### **POSITION SUMMARY:**

Under the general direction of the Tribal President and Bay Mills Business Holdings Board of Directors, the Bay Mills Business Holdings General Manager performs extensive administrative, evaluative, and technical work pertaining to all non-gaming enterprise activities concerning the Northern Light Cannabis Company, Four Seasons Market & Deli, and Bay Mart. The General Manager has the overall responsibility of establishing and ensuring compliance in accordance with Bay Mills policies and procedures, as well as applicable regulations, laws, policies, and procedures of Bay Mills Indian Community and Bay Mills Marijuana Commission.

The General Manager provides the Board of Directors with recommendations for a strategic plan and for Director level decisions pertaining to the operations. The incumbent directs timely completion of objectives with all of the enterprises in accordance with the strategic plan.

### **ESSENTIAL FUNCTIONS:**

- These responsibilities require the establishment of a vision and a strategic plan for the development of the Northern Light Cannabis Company, Four Seasons Market & Deli, and Bay Mart course in harmony with the Board of Directors and Bay Mills Indian Community.
- The duties and responsibilities include communicating and directing the development of the plan. The General Manager is responsible for developing solutions to very challenging problems using factual information and advanced management techniques.
- The responsibilities for the decisions and actions of this position are of high impact and can have a major effect on the long-term profitability of the community. This position requires a high degree of creative, original, and independent thinking in developing innovative strategies, procedures, products, and ideas in relatively undefined areas.
- It is the responsibility of the General Manager to meet with the Board of Directors on a regular, pre assigned basis for reporting the financial and administrative conditions of the operations in a clear, concise and accurate format.
- The General Manager will develop and utilize a strategic partnership with the IT department, HR Department, Accounting Department, Legal Department, and Marijuana Commission, and others, to accomplish the strategic goals and visions implemented by the Executive Council and Board of Directors.

- The General Manager will utilize Human Relations skills and techniques to develop and maintain respectful working relationships with existing and future staff, customers, strategic partners, and vendors.
- Maintain a high visibility position at each property in support of the store managers and company values, in conjunction with this, be available to listen to all team members, including employees, community members and Director Members for ideas, suggestions and concerns. Address all communications in a timely and respectful manner.
- Design and initiate a plan for all Department Directors/Managers to take continuing education courses, professional development courses, and participate in the in-house training and mentoring programs for professional skills development in all departments and in all levels.
- Establishing clear, concise guest services requirements, and ensuring that they are fully communicated and adhered to by all team members.
- Centralizing property efforts into one unified approach only where such centralization will produce increased profitability, guest service, and team morale.
- Ensure optimum utilization and protection of company assets.
- Insures compliance with the Bay Mills Marijuana Rules & Regulations, the Marijuana Commission, and all applicable tribal, state, and federal law.
- Meets regularly with Executive Management and Departmental Directors to communicate daily, weekly, monthly objectives and gather input from all levels.
- Primarily responsible for the overall employee morale & job satisfaction of all team members within all departments of the enterprises.
- Oversees the Ordering of all equipment, supplies, and materials necessary for an effective operation of the facility.
- Prepares and submits all required reports, applications, and filings to the Bay Mills Marijuana Commission.
- Enacts and enforces rules and regulations regarding non-gaming enterprise activities and governance of internal affairs as the Board of Directors of Bay Mills Indian Community deems necessary.
- Assumes responsibility for the directing, training, performance, and discharging of all Enterprise employees, with collaboration with the Human Resources Department.
- Develops the annual operating budget and capital budget for the Northern Light Cannabis Company, Bay Mart, and Four Seasons Market & Deli, and compares the projected operating budget with the operations revenue generated and adjusts budgets accordingly, and presents to executive council quarterly. Prepares and submits to the Board of Directors proposals for approval.
- As a supervisor/manager, you must familiarize yourself with the Bay Mills Personnel Policies and Procedures handbook so you can fairly and consistently apply those to all departmental employees.

- Creates a friendly work atmosphere and communicates an “OPEN DOOR” policy to all employees to resolve employee disputes in a timely manner.
- Other duties may be assigned within the scope and complexity of this position’s essential functions.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk and stand with occasional sitting. Occasionally the employee must crouch with frequent squatting, kneeling, bending, and pushing/pulling. The employee must occasionally lift and/or move up to 50 pounds. The employee is regularly exposed to smoke, indoor and outdoor work environments, and alternative work schedules.

**POSITION REQUIREMENTS:**

- Must have a minimum of a B.S. degree in Business Administration or relevant field; MBA preferred.
- Must have 8-10 years of senior management experience within the retail or business environment.
- Must have strong working knowledge of all facets of the cannabis and retail businesses including, but not limited to: Retail Sales, Cannabis Grow and Processing, Inventory & Stock Operations, Marketing, and Security & Surveillance.
- Must have a strong financial background, with the ability to develop and implement budgets and other financial reports or information.
- Must have a positive, outgoing personality with excellent human relations and communications skills.
- Must possess strong supervisory, leadership, and organizational development skills.
- Must have general understanding of accounting procedures.
- Must have strong working knowledge of the internal controls, Marijuana Commission rules and regulations, and other governing bodies within the tribe.
- Must possess strong administrative, organizational, and communication skills as demonstrated through past work experience.
- Must be dependable and flexible with work schedule.
- Knowledge of computers, spreadsheets, word processing, and other office equipment required. Should understand the importance and impact on IT functions and systems on the efficiency and value of the operations.
- Must possess positive attitude towards customers and fellow employees at all times.
- Must pass an extensive tribal, state, and federal background check.
- Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
- Candidates must have an excellent work history and professional reputation as demonstrated through employment and personal references.

- To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** Open Until Filled

**APPLY TO:** Please email application and resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)  
Subject: BMBH General Manager

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under “employment opportunities”