

# POSITION ANNOUNCEMENT

## Wayti Services, LLC.

### General Manager

**Position Responsibilities:** This individual will, under the supervision of Sitimaxa Holdings, oversee and manage Wayti's daily operations and staff, develops and implements annual budgets, actively seeks opportunities for business development and maintains a strategic plan to ensure the long-term success of the company. Works with other Tribal enterprises as needed and keeps the Tribal Council and Sitimaxa Holdings abreast of Wayti's operations.

**Essential Functions:** Maintains Wayti's operations by actively seeking opportunities for business development, strategic planning, recruiting, selecting, orienting, and training employees; properly delegating responsibilities to appropriate management and staff; maintaining a safe and secure work environment; and developing personal growth opportunities.

**Responsibilities:** In general, this person works to develop processes and policies, manage staff and engage in long-term organizational planning. Specific duties may fall into a variety of categories such as:

***Operational Control*** – Under the supervision of Sitimaxa Holdings, oversees and manages the business of the company, actively seeks opportunities for business development, and strategic planning.

***Compliance*** - Supervises Compliance functions to assure that company operations follow applicable law and regulations

***Office Management*** –Manages the overall daily office operations, negotiates contracts, manages vendor relationships, primary liaison to building landlord and oversees office operating procedures.

***Technology*** – Oversees, through delegated staff, network administration, manages phone system and helps evaluate information systems.

***Finance*** – Develops and manages budgets for Wayti, reviews operating costs and suggests cost saving measures. Submits budgets to Sitimaxa Holdings for approval.

***Personnel Management and Development*** – Responsible for hiring, maintaining personnel records, monitoring insurance coverage and ensuring policies are up-to-date.

**Qualifications:** A bachelor's degree in business, administration or other related field and/or at least five or ten years of experience in or assisting executive management of an organization of similar size. Other qualifications include previous experience with managing staff, negotiating agreements, business development, budget management and managing vendor relationships.

~ **Must be an enrolled member of the Chitimacha Tribe of Louisiana.** ~

**To Apply:** Interested applicants can submit their resume to [sarah@chitimacha.gov](mailto:sarah@chitimacha.gov) or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Resumes are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission:

**Monday, October 15, 2018.**

