

Dirt Road Graphics
A Wholly Owned Delaware Nation Company
Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Dirt Road Graphics Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Dirt Road Graphics does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Dirt Road Graphics reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Production Operations Manager	Posting Date:	August 3, 2020	Closing Date:	August 13, 2020
Department:	Dirt Road Graphics	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Must be familiar with embroidery and screen-printing equipment and processes and is responsible for leading a small team and ensuring customer orders are fulfilled accurately, on-time, and in-full, creating a production and delivery schedule, ensuring the availability of all materials to meet the needs of incoming orders, managing all daily, monthly, and annual aspects of the business, including, but not limited to, customer service, planning and scheduling, procurement, time management, marketing, human resources and finances.

Qualifications

1. Bachelor's degree in Business Management or Administration or related field preferred	4. Knowledge of QuickBooks and Microsoft Office Suite preferred
2. Knowledge of bookkeeping/accounting requirements and financial reports	5. Minimum of 3 years Supervisory experience preferred
3. Knowledgeable in operation of embroidery and screen-printing equipment preferred	

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

• Valid Oklahoma Driver License
• Pass drug testing requirements
• Pass Background Check

To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

****Due to ongoing concerns with COVID-19, applications MUST be faxed, mailed, or emailed.**

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.