



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Arrowhead Printing General Manager

Position Title: Arrowhead Printing General Manager
Contract Term: 12 month
Accountable To: Comptroller
Salary: \$46647 - \$50645

Summary of Position: This position is responsible for making sound decisions, achieve targets and guide the employees in accordance with the policies and objectives of the organization. The person should identify or formulate new strategies for achieving long term revenue growth and maintain relationships with clients to achieve repeat/ referral business. The manager should strive to achieve the goals and targets of the company to the best of his/her abilities.

JOB CHARACTERISTICS:

Personal Contacts: Requires frequent/daily contact with the public, vendors, TMCC employees and students. Continuous contact with the fiscal and business office to maintain smooth flow of financial information and proper separation of duties.

Supervision Received: Comptroller on a regular basis.

Supervision Exercised: Daily direct supervision of Arrowhead Printing staff.

Essential Functions: This position oversees the daily operations of Arrowhead Printing, Inc.(Arrowhead) to include but not limited to the signing of purchase requisitions, signing checks, daily accounting activities, financial statements, inventory control, budgeting, printing contracts, work with vendors, the writing and implementation of the strategic plan, updating of the business plan, calibrating equipment and performing job runs.

RESPONSIBILITIES:

- Supervise the Arrowhead employees.
- Directs and coordinates the activities of employees engaged in the production or processing of goods.
- Inspects materials, products or equipment to detect defects of malfunctions.
- Interprets specifications, blueprints, job orders and company policies and procedures for print shop employees.
- Maintains operations data such as time, production and cost records and prepares reports as required.
- Plan and establish work schedules, assignments and production sequences to meet production goals.



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- Responsible for pricing, advertising, design, layout, sales, consulting and general accounting of printshop.
- Develop contracts and consult on products.
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- Oversee the daily operations of Arrowhead Printing, Inc. Work with and coordinate with the TMCC bookstore.
- Write/revise the policy and procedure manual for Arrowhead Printing, Inc. and implement the policies and procedures. Monitor the policies and procedures.
- Write and implement the strategic plan. Monitor the strategic plan to ensure that it is being followed.
- Update business plan for Arrowhead Printing, Inc. Compare the actual progress of Arrowhead printing to the business and strategic plans. Adjust the business plan as necessary to ensure continuing progress.
- Perform profitability analysis and ratios when necessary.
- Use financial statements and reports to make sound, ethical business decisions.
- Work with printing contracts.
- Work with sub-contractors and vendors when necessary.
- Be responsible for inventory control and maintenance.
- Set prices. Comparison of prices from different vendors to find the best deal, considering not only the base price but also deadlines, shipping expenses, and reliability.
- Authorize purchase requisitions. Sign checks for the Arrowhead Printing, Inc. checking account.
- When necessary, preparation of order lists. Check in supplies received and the signing of packing list. Setting prices for the retail items. The tagging of the items received. Assist in shelving of the supplies. Conduct Sales on Account when needed.
- Conduct retail sales as needed. Constantly look for up to date items to keep the store current.
- Balance the cash against the register tape at the end of each business day. Ensure that all of the cash is secured in a locked, secure area.
- Work in cooperation with the bookstore employees to assist the distribution of books to students according to their class schedule and ordering of supplies, TMCC orders for printing, signs or other products and distribution completing items
- Attend all scheduled college functions and meetings as required.
- Duties will occasionally require exposure to travel and exposure to training sites that can impose a risk of injury.
- Perform other duties as assigned by supervisor.



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JOB REQUIREMENTS:

Knowledge:

- Ability to perform financial analysis, inventory control and purchasing.
- Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of printing shop products.
- Extensive knowledge of all machinery in print shop setting and serving of equipment.
- Knowledge of computer programs such as Microsoft Windows, QuickBooks and POS systems, along with design and software programs.

Skills:

- Exceptional customer service skills.
- Demonstrated strong interpersonal, verbal communication and writing skills.
- Management and leadership skills are necessary.
- Able to calculate labor and equipment requirements and production specifications, using standard formulas in order to set pricing of jobs.
- Highly organized and manages time to ensure timely completion of jobs.
- Communicates effectively orally and in writing.

Abilities:

- Able to demonstrate equipment operations and safety procedures to employees.
- Able to give verbal and written instructions.
- Must be organized, reliable, logical and rational under pressure; highly accurate in maintenance of records; follow verbal and written instructions; establish effective working relationships.
- Able to work in a fast-paced and deadline-driven work environment.
- Possess strong networking and communication abilities.
- Must be team oriented, yet possess the ability to work independently.
- Deals tactfully and courteously with the public.
- Position will occasionally require long periods of sitting and working on the computer and other office paperwork.
- Ability to frequently lift, carry or move in excess of 50 lbs.
- Ability to work with moving machinery parts, operate dangerous equipment (paper cutters, knives, open blades), work with hot surfaces.



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- Will be required to work with aerosol products and other flammable chemicals that require ventilation or masks.
- Must be able to stand or sit for long periods of time, bend, crouch or stretch overhead.
- Observes work hours and demonstrates punctuality.
- Willingness and ability to work flexible hours to accommodate the needs of the program.
- Able to travel to and from the shop to the main college campus and other areas businesses to deliver products.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Bachelor's Degree with 3 years' experience in a management or similar position using accurate estimates for jobs, developing proposals and quotes, using financial analysis, inventory control and purchasing procedures.
- Current ND driver's license.

Preferred Qualifications:

- Bachelor's Degree in a Business field with 3 years' experience in management, accounting and/or administrative experience along with 1 year experience in accurate estimates for jobs, developing proposals and quote, inventory control and purchasing procedures (may run concurrently).