



**POSITION OPENING
LIQUOR STORE MANAGER**

The City of Silver Bay is accepting applications for the position of Liquor Store Manager to be responsible for ensuring smooth and profitable operations of the city-owned liquor store and bar. This position will develop short and long-term sales and growth plans, prepare and coordinate employee work schedules, oversee store merchandising and inventory, advertise and market the business, and prepare product orders in accordance with store analysis and needs. In addition, this position is considered a working supervisor and oversees retail sales, serves alcoholic and non-alcoholic drinks and food for patrons, orders stock and supplies, stock shelves, overall management of the store, and must be available to work nights and weekends as needed.

Applicants must have graduated from high school or equivalent, have two (2) years of university, community college, trade school, or technical college experience in business merchandising or a related field, or three years of retail experience in an on and off-sale liquor store supervising employees, or an equivalent combination of training and experience. This is a full-time supervisory position with competitive wages and benefits. Application and full job description with qualifications are available online at www.silverbay.com, by calling 218-226-4408, or emailing lanaf@silverbay.com. Completed applications with original signature should be returned to City Hall, 7 Davis Drive, Silver Bay, MN 55614. Resumes are considered a supplement to the required city application. Required city applications are asked to be returned to the City Administrator by 4:00pm on August, 29, 2023; however, applications will be accepted until the position is filled. EEO/AA