



City of North Branch

FULL-TIME LIQUOR STORE MANAGER

The City of North Branch, Minnesota is accepting applications for a full-time (40 hours per week) Liquor Store Manager to work at our West location.

The Liquor Store Manager is responsible for ensuring the efficient operation of the West Store #2 location while supporting the East Store # 1 as necessary. The ideal candidate will demonstrate excellent communication skills, have good customer service skills, possess the ability to handle and prioritize multiple tasks, have at least three years of previous experience in a retail environment, and prefer liquor industry product knowledge. Previous successful supervisory experience is required. Some experience in development and maintenance of various social media platforms preferred.

Main responsibilities of the position are training and supervising staff, overseeing store inventory and merchandising, ordering product based on department protocols, processing invoices, balancing daily receipts, checking in deliveries, customer service, and process and policy setting in collaboration with liquor department management team. The candidate must be available to work variable shifts Sunday through Saturday, including days, nights, weekends and some holidays.

Salary starts at \$55,628, depending upon qualifications. Full benefit package. Position subject to collective bargaining (Union).

Applications are required and available at North Branch City Hall, at both North Branch Municipal Liquor Stores, on the City website at www.ci.north-branch.mn.us, or on the liquor store website at www.northbranchliquors.com. Application deadline is 4 p.m. on Wednesday, March 10, 2021. Position open until filled.

Application to be submitted to Deb Dahlberg, Liquor Operations Director either by email at liquor@ci.north-branch.mn.us; by mail to City of North Branch, P.O. Box 910, North Branch, Minnesota 55056; or can be dropped off at either location of North Branch Liquors, 5846 Old Main St or 5466 St. Croix Trl, Suite M, North Branch, MN. 651-674-4082 ext. 1. EEO/AA.