



**Ways to apply: Online at Indeed or ZipRecruiter, or by emailing an application to UKB Federal Corporation Human Resources department at [corporatehr@ukb-nsn.gov](mailto:corporatehr@ukb-nsn.gov)**

## **Job Description**

**Job Title:** Manager  
**Location:** Tahlequah, Oklahoma  
**Employer:** Echota Support Services  
**Status:** Full-Time

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### **Job Summary:**

Echota Support Services, a tribally owned business operated under the UKB Federal Corporation, is seeking a Manager to oversee daily operations, service delivery, and business development. The Manager will ensure high-quality facility maintenance, housekeeping, repair, and light remodeling services while maintaining compliance with tribal, federal, and local regulations. This position requires strong leadership, financial oversight, and operational management skills to drive the success of Echota Support Services within the jurisdiction of the United Keetoowah Band of Cherokee Indians in Oklahoma.

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### **Key Responsibilities:**

#### **Operations Management:**

- Oversee and coordinate daily service operations, including maintenance, repair, remodeling, and housekeeping services.
- Ensure service quality and efficiency through process improvements and adherence to industry standards.
- Manage scheduling, workflow, and resource allocation for projects and service contracts.

#### **Leadership & Team Management:**

- Supervise and mentor department supervisors, foremen, and technicians to enhance productivity and service quality.
- Implement employee training and development programs to ensure compliance with safety and performance standards.
- Foster a positive work environment that aligns with tribal values and the mission of Echota Support Services.

#### **Financial & Business Management:**

- Develop and manage budgets, ensuring cost-effective operations and profitability.
- Track financial performance, analyze service costs, and implement cost-saving measures.

- Oversee procurement and vendor contracts for equipment, materials, and supplies.

**Client Relations & Business Development:**

- Build and maintain strong relationships with tribal entities, government agencies, and private clients.
- Identify new business opportunities, develop proposals, and secure service contracts.
- Respond to client concerns and service requests in a professional and timely manner.

**Compliance & Risk Management:**

- Ensure compliance with tribal, federal, state, and local labor and safety regulations.
- Oversee workplace safety programs and enforce OSHA compliance.
- Maintain proper documentation and reporting for audits and inspections.

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**Qualifications:**

**Education & Experience:**

- Bachelor’s degree in Business Administration, Facilities Management, Construction Management, or a related field (preferred).
- Minimum 5 years of experience in operations management, maintenance, or construction services, preferably in a leadership role.
- Experience working with tribally owned businesses or government contracting is a plus.

**Skills & Abilities:**

- Strong leadership and team management skills.
- Proficiency in budgeting, financial reporting, and business operations.
- Ability to develop and maintain client relationships.
- Strong problem-solving and decision-making skills.
- Excellent communication and negotiation skills.

**NOTE:**

In reference to the Personnel Policy, Section 1-5 Employment At -Will. All employees who do not have a written contract with the employer for a specific fixed term of employment are thereby employed at the will of the employer for an indefinite period. Employment with the Health Center, without a written contract, is voluntary and therefore employees are free to resign at will at any time with or without cause or reason likewise, the health Center may terminate the employment relationship at will at anytime with or without notice and for any lawful reason deemed appropriate by the Tribe and Health Center staff or for good cause, bad cause, or no cause at all. This policy is commonly referred to as “employment -at- will.”

**UKB and Tribal preference applies.**  
**Job description is subject to change.**

**EMPLOYEE SIGNATURE & ACKNOWLEDGMENT PAGE:**

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Employee’s Signature

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Date