

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE: MEAT PROCESSING MANAGER**  
**STATUS: FULL-TIME**  
**CLASSIFICATION: EXEMPT**

**DATES OF POSTING PERIOD: OCTOBER 6, 2021 – OCTOBER 20, 2021**

**JOB SUMMARY:** This position is under the direct supervision of the Natural Resource Officer. The location of this position will primarily be at the Meat Processing facility, with trips to farms in the area for mobile slaughtering.

**MAJOR JOB FUNCTIONS:**

Actively participate in the following, either alongside other team members or alone:

- Daily management and oversight of meat processing activities and staff members
- Daily maintenance of meat processing building, equipment, and grounds
- Scheduling and record-keeping related to processing activities
- Interaction with clients regarding processing and packaging of their products
- Reporting to and working with Natural Resource Officer regarding fees, pricing, product development, strategy, and statistics
- Other duties as may be assigned

*This position includes, but is not limited to, the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Minimum of five (5) years experience in all facets of bovine processing, carcass cutting, and packaging
- Ability to think critically and discern between options and cause/effect in complex environment
- Ability to maintain a workplace that is organized, clean, positive, puts forth a consummately professional image to the public and tribal community
- Ability to work unsupervised and meet deadlines
- Ability to travel as needed
- Ability to work beyond normal working hours if necessary
- May be subject to criminal background investigation
- Possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

**PREFERRED QUALIFICATIONS**

- Multiple years experience leading and managing subordinate employees with positive results and referrals
- Thorough knowledge of regulations governing slaughter and animal processing facilities
- Knowledge of and experience with all possible cuts and cutting methods

Human Resource Officer  
Miami Tribe of Oklahoma  
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For complete job description and application visit: [www.miamination.com/employment](http://www.miamination.com/employment)

- Experience creating value-added products
- Experience with all species including but not limited to bovine, swine, sheep, goats, and venison
- May be required to work beyond normal working hours
- Must be able to travel as required
- Must possess a valid driver's license and be insurable

**PHYSICAL REQUIREMENTS:**

- Must be able to lift and carry a minimum of 80 pounds
- Moderate amounts of physical labor
- Must be able to perform duties outside in all weather conditions

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.***

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