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1ST POSTING

OPEN TO ENROLLED MENOMINEE

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Post Closes: Wednesday September 02, 2026
Job Title: MTE Operation Administrator — Status: RFT
Supervisor: MTE President — Rate: Minimum Wage $65,000/negotiable

SCOPE OF WORK:
Under the direction of the MTE President and as a key member of the Leadership Team, the Operations Administrator is responsible for overseeing and coordinating major operational functions of Menominee Tribal Enterprises. This includes administration of forest management programs in compliance with the Forest Management Plan, tribal, federal, and state regulations; leadership of manufacturing, production, and support operations; and driving efficiency, profitability, and sustainable growth across forestry, logging, sawmill, and lumber processing activities. The role combines strategic oversight, regulatory compliance, inter-governmental relations, process improvement, budgeting, and cross-functional coordination to support MTE's short- and long-term objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Research, analyze, and recommend short- and long-term strategies for trust oversight, forest management, regulatory compliance, and operational efficiency; review BIA manuals, federal/tribal/state laws, codes, ordinances, and management plans impacting MTE activities.
2. Oversee and coordinate all administrative aspects of forest management contracts, including sustained-yield analysis (pre- to post-harvest costs), prescription processes, inventory record systems for forestry assets, logging contract content review/revision, and 638 contract coordination.
3. Lead efforts to improve manufacturing processes, equipment, technology, software systems (manufacturing, shipping, inventory), packaging, processing, and delivery to enhance efficiency, reduce costs, ensure product quality, and drive profitability.
4. Identify, develop, and implement policies, procedures, and standard operating procedures across forestry and operations departments, including vehicle/equipment maintenance, insurance, safety, and training programs for plant staff, logging contractors, and related teams.
5. Monitor and manage departmental and project budgets in cooperation with the CFO; develop tools for cost tracking, projection, and reduction opportunities.
6. Analyze internal operations, diagnose issues, identify process enhancements, and implement continuous improvement initiatives.
7. Supervise assigned staff as directed by the President
8. Assist the President in achieving company-wide goals, enforcing compliance with company, federal, state, and tribal requirements, and performing other related duties as assigned.

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ESSENTIAL PERSONAL SKILLS & KNOWLEDGE REQUIRED

- Deep knowledge of tribal, state, and federal laws/regulations impacting forestry, manufacturing, and tribal enterprises.
- Strong understanding of general business, financial, and management principles.
- Expertise in inter-governmental relations, negotiations, contract drafting, and agreement

QUALIFICATIONS:

Master's degree in Business Administration, Public Administration, Industrial Management, Finance, Engineering, or a closely related field preferred. Experience administering or participating in the administration of federal, tribal, or complex organizational programs. Knowledge of the lumber and forestry industry. Background or demonstrated experience with contracts, regulatory compliance, and inter-governmental negotiations is highly desired.

In lieu of a Master's degree: Bachelor's degree in a relevant field plus 5 years of executive-experience in a complex organization;

Applicants must not have been terminated for cause from any position in the last five (5) years. Previous MTE employees must have a positive work record.

APPLICATION PROCESS:

1. Completed application
2. Copy of Tribal enrollment
3. Copy of diploma or equivalent.
4. Honorable or general military discharge paperwork

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:

Mariah Grignon, Human Resource Generalist
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150
Email: mariahr@mtelumber.com
Fax: 715-756-1314
Call: 715-756-3353 if any questions.

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.