



Trading Post, LLC

Convenience Store Assistant Manager

The Chitimacha Tribe of Louisiana is looking for an Assistant Manager to assist with the day-to-day operation of a convenience store, located at 585 Ralph Darden Memorial Parkway in Charenton, Louisiana.

DUTIES AND RESPONSIBILITIES:

- Assist in overseeing assigned staff and personnel including but not limited to the following: assist in identifying and implementing new employee and ongoing staff training programs as necessary; assist in planning and preparing work schedules and assist in tracking and reviewing work process.
- In the absence of a lead cashier assist with the daily reconciling of cash with sales receipts and processing for deposit. In the absence of the Trading Post, LLC Manager, will be responsible for the delivery of deposits to the bank and maintaining cash kept on hand for a change. In the absence of Trading Post, LLC Manager responsible for ordering inventory, and calculating and maintaining accurate prices in the POS register.
- Assist in maintaining accurate accounting information in CSS, QuickBooks, and other computer programs used to generate the Trading Post, LLC. General Ledger.
- Ensure customer needs are met, and service is quick and efficient. In the absence of Trading Post, LLC. Manager handles complaints effectively and in a timely manner.
- Assist in implementing and ensuring compliance with applicable policies and procedures.
- As authorized, works with and assists other Tribal Departments in a variety of situations and circumstances. Represents the department within the Tribal community and externally with local, state, and national organizations, individuals and others having business with the Trading Post LLC.
- Perform other duties as assigned or required by the Trading Post Manager, LLC.

MINIMUM QUALIFICATIONS: High school diploma or equivalent.

ADDITIONAL REQUIREMENTS: May be required to lift and/or carry heavy, bulky supplies, materials, and other items weighing up to 50 pounds.

BENEFITS: Medical Insurance (Federal Program), Paid Time Off (PTO), Employee Discounts.

HOW TO APPLY: View our website www.chitimacha.gov, or visit the Human Resources Department at 230 Chitimacha Loop, Charenton, Louisiana. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m.

CLOSING DATE: THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICANS PURSUANT TO PUBLIC LAW 93-638 AND THE INDIAN SELF-DETERMINATION AND EDUCATION ASSISTANCE ACT AND THE INDIAN CIVIL RIGHTS ACT 25 U.S.C. 450e(B).