



Trading Post, LLC Convenience Store Manager

The Chitimacha Tribal Council is looking for a Convenience Store Manager to plan and direct the day-to-day operations of a convenience store, located at 585 Ralph Darden Memorial Parkway in Charenton, Louisiana.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages assigned staff, including but not limited to the following; interviewing, hiring, training, appraising job performance, and disciplining as required.
- Provides oversight of Assistant Manager for reconciling cash with sales receipts and processing for deposit.
- Provides oversight of Assistant Manager for keying of inventory into inventory system (CSS) and for assisting with pricing of inventory.
- Provides oversight of Lead Cashier for reconciling cash with sales receipts and preparing deposit slips.
- Develops implements and ensures compliance with applicable policies and procedures.
- Formulates pricing policies on merchandise according to requirements for profitability of store operations. Orders merchandise or prepares requisitions to replenish merchandise on hand.
- Ensures customer needs are met, complaints are resolved, and service is quick and efficient.
- Negotiates and approves vendor contracts.
- Responsible for maintaining all Human Resources related documentation related to all Trading Posts, LLC employees.
- Reviews financial statements and sales records to determine merchandising activities that require additional sales promotion, clearance sales, or other sales procedures to turn over merchandise and achieve profitability and merchandising objectives.
- Develops and/or reviews a variety of files, records, logs, reports, summaries, correspondence and other materials. Prepares and presents speeches and written and oral reports for internal and external audiences.
- Works with and assists other Tribal enterprises in a variety of situations and circumstances. Represents the department within the Tribal community and externally with local, state and national organizations, individuals and other having business with the Chitimacha Tribe of Louisiana.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge and understanding of retail store procedures.
- Knowledge in dealing effectively with customers.
- Skill in reading, understanding, interpreting and implementing applicable Tribal, parish, state and Federal statutes, rules, ordinances, codes, administrative orders, case law, policies and procedures.
- Skill in assessing, analyzing, identifying, preparing, presenting and implementing solutions to complex problems.
- Skill in organizing and prioritizing multiple tasks and projects.
- Skill in establishing and maintaining effective working relations with co-workers, staff, Community members, vendors, general public, and others have business with the Trading Post, LLC.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Business Administration, Business Management, Accounting, Marketing or closely related field OR ten (10) years of experience as a retail manager which includes three (3) years of management and/or supervision.

Preference will be given to qualified Native Americans, Subject to Pre-Employment and Random Drug Testing and a Background Investigation will be required.

To Apply: Please view our website www.chitimacha.gov, or visit the Chitimacha Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday – Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. -11:30 a.m. Deadline for submission of application is: **October 31, 2016.**