



Trading Post, LLC Convenience Store Manager

The Chitimacha Tribe of Louisiana is seeking 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 the Assistant Manager for reconciling cash with sales receipts and processing for deposit.
- Provides oversight of the Assistant Manager to ensure accurate inventory entry into the C-Store Office (Petrosoft) system and support proper 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 on-hand inventory.
- 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 for all Trading Post, 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 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 others having business with the Chitimacha Tribe of Louisiana.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS: An Associate's degree or greater in Business Administration, Business Management, Accounting, Marketing, or a closely related field, OR five (5) years of experience as a retail manager, which includes three (3) years of management and/or supervision.

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).