



Trading Post, LLC Convenience Store Manager

The Chitimacha Tribe of Louisiana 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 Lead Cashier for reconciling cash with sales receipts and processing for deposit.
- Provides oversight of Lead Cashier 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.

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.

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).