



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4367 Fax (360) 374-4368



JOB TITLE: Lonesome Creek Store Manager
SUPERVISOR: Quileute Tribal Council/Enterprise Board
SALARY RANGE: DOE/DOQ
CLOSING DATE: Until Filled

POSITION SUMMARY:

Manages day-to-day operations for the Tribally owned Convenient Store, which is open year-round including holidays. Reviews and oversees financial statements on a monthly, quarterly and annual basis with the Tribal Council/Enterprise Board.

JOB DUTIES INCLUDE:

- Hiring of employees, adhering to Tribal Enterprise hiring practices and policies/drug & alcohol policies
- Scheduling employee work hours
- Follow policies and procedures
- Develop training and operations procedures as needed
- Review job duties and store layout with employees
- Instruct employees on cash register and cash handling policies and procedures, including the use of the Point of Sales System
- Ability to discuss operations with sales representatives and initiate productive enhancements to the store
- Instruct in the proper method for receiving Vendors and their merchandise, with the Hand Held Terminals
- Instruct employees on stocking and pricing policies and procedures
- Discuss marketing strategies as related to in store sales
- Counsel employees as necessary/discipline as needed
- Conduct employee work reviews and evaluate their progress
- Maintain employee files and records
- Review and approve all invoices/control inventories
- Review and sign all time cards
- Do daily store paperwork for shift control and employee compliance and accountability
- Do deposits daily
- Handle customer complaints
- Adjust retail prices as necessary/control markups & markdowns
- Manage, control and ensure proper accountability for store use items and zero-outs
- Responsible for meeting or exceeding budgeted sales and cost goals
- Responsible for building and ground maintenance, repairs and upkeep

- Responsible for developing and maintaining advertising and marketing programs with Council/Enterprise Board knowledge and approval
- Other duties as assigned
- Meet with Tribal Council/Enterprise Board

QUALIFICATIONS:

Must have BA in related field, and two or more years of managerial experience and five years retail experience, preferably within the retail grocery/convenient store industry with a proven track record for obtaining positive results. Must have a minimum of 2 + years of computer experience and have knowledge and experience with electronic point of sale cash register systems.

Must adhere/enforce to Personnel Policies and Drug and Alcohol Policies.

HOWTOAPPLY:

Please submit a resume, cover letter, Quileute Tribe application and three professional references to:

Quileute Tribe
P.O. Box 279
La Push, Washington 98350

Or email to: hr@quileutenation.org

Applications can be obtained at www.quileutenation.org/job-openings/

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives.

Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.