



Tribal Cigarette Store General Manager

COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

POSITION DESCRIPTION

Title: Tribal Cigarette Store General Manager

Schedule: Varied

Location: Ridgefield, WA

Classification: Full time

Opening Date: September 1, 2017

Salary Range: \$70k to \$90k DOE

Closing Date: September 11, 2017 or until filled

Position Summary: The Cigarette Store General Manager will be responsible for day-to-day operations, ordering, scheduling, training, supervising employees, store image, profits, all controllable expenses, labor, inventory, cash, and shortages. They must determine stock needs, interact positively with vendors and customers, monitor receiving goods, maintain inventory and minimize waste and pilferage. They must oversee and control all funds. Tribal Cigarette Store General Manager must plan, schedule, supervise, and ensure all employees of the tribal cigarette store adhere to store policies and procedures.

Essential Function:

- Must have strong knowledge of point of sale (POS) systems
- Must have a strong knowledge of convenience store back office software with a preference for SSCS
- Must have knowledge of the Microsoft Office Suite
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Must have strong team development skills
- Must have experience using Closed Circuit Television Surveillance Monitoring
- Must have experience with accurate and precise cash handling and an ability to train others in it
- Must have extensive knowledge of Washington state tobacco and fuel contracts with federally recognized Indian tribes

Requirements

- Candidate must have a high school diploma or equivalent
- Must have at least 15 years' experience managing a tribal tobacco store or tribal gas station.
- Must submit and pass a criminal background check
- Must submit and pass a drug test

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Please mail resume and cover letter to:

Human Resources Department
Cowlitz Indian Tribe
P.O. Box 2547
Longview, WA 98632