

## **JOB OPENING ANNOUNCEMENT**

**(Repost)**

**Job Title:** Marketplace Manager

**Report To:** SEO Enterprise Board

**Department:** Marketplace

**Job Vacancy:** YAN-19-065

**Status:** Full-time; Exempt

**Starting Wage:** DOE

**Opening Date:** 8/26/2019

**Closing Date:** 9/13/2019

### **POSITION DESCRIPTION:**

As the Store Manager of the Marketplace Convenience Store, you will ensure that the store overseen runs smoothly and meets established sales goals. The Store Manager must continuously communicate with staff and the SEO Business Board, such as strategies to drive sales, new products and inventory needs. The Store Manager will directly train the assistant manager in their district on sales strategies, brand standards and product knowledge. Additionally they may work with the Nation's HR staff to interview, hire and fire any staff. The Store Manager must ensure that their retail store provides customer and product quality, as well as manage their District's budget and financial performance. They must analyze financial reports given to them by Tribal Finance department. They must manage the safety and security of retail stores.

### **QUALIFICATIONS:**

- Associates Degree in related field preferred or will consider 5-7 years retail management experience, in lieu of degree
- Approximately 5 years retail/food-service industry management experience preferred.
- Solid problem-solving, analytical and time-management skills.
- Strong Leadership and communication skills.
- Excellent customer service skills.
- Computer literate with experience in Microsoft Office Including Word, Excel and Power Point.
- Flexible and adaptable to change
- Strong analytical and organizational skills detail oriented.
- Desire to be part of a performance-driven team.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and implement a successful sales plan to grow your store's profitability.
- Oversee marketing execution of merchandising plans.
- Work with both vendors and Assistant Managers to ensure all sites within the area are clean, adequately stocked, organized and well kept, in order to provide a positive customer experience..
- Recruit, train, and mentor the management staff for the assigned area and motivate the employees.

- Administer and develop policies and procedures, develop long and short term goals and objectives. Control expenses and oversee payroll budgets.
- Meet with Business Board monthly and notify them immediately of emergency issues, meet with Tribal council monthly.
- Completion of daily paperwork and computer entries in a timely manner as established by Business Board.
- Maintain certified Food Handler for specific areas.
- Serve as key player in loss prevention, internal theft and inventory shrink.
- Ability to handle difficult situations professionally

### **Physical Requirements**

**The Store Manager position requires constant standing, bending and reaching with a moderate amount of manual dexterity. Frequent lifting of 1 to 5 pounds and occasional lifting of up to 40 – 50 pounds are required.**

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:  
Yavapai-Apache Nation / Human Resources  
2400 W. Datsi / Camp Verde, AZ 86322  
P: 928-567-1062 / Fax: 928-567-1064  
[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**