

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Assistant Manager

**Report To:** Store Manager

**Department:** Marketplace

**Job Vacancy:** YAN-25-80

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** 07/14/2025

**Closing Date:** Open Until Filled

### **POSITION DESCRIPTION:**

The Assistant Manager is second in responsibilities at Marketplace and assists the General Manager with the day-to-day operations of the store. These tasks will include but may not be limited to working with staff, management, vendors, customers, and potential new hires in a professional manner.

### **QUALIFICATIONS:**

- Excellent customers service skills.
- Role model employee.
- Good Leadership Skills.
- Good organizational skills.
- Ability to handle complaints well (staff & customers).
- Ability to handle and cover last minute schedule changes.
- Inventory control. Assist in loss prevention, internal theft and shrinkage control.
- Stock and clean inside and outside of store (lift at least 100lbs.).
- Ability to correct and price inventory accordingly.
- Manage equipment failure (report, call to get fixed)
- Training/Certificate in one or more basic bookkeeping and computer classes from an accredited teaching facility or a minimum of three years' experience in management, bookkeeping, and computer.
- Flexible work schedule. Be available Nights, Weekends, Graveyard Shift, & all Holidays.
- Multi Tasks/tolerant: Able to always keep work flowing correctly & assist in interruptions that present themselves throughout the day.
- 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:**

- Recruit, train, develop and motivate the employees.
- Keep the store and grounds clean and free of hazards.
- Maximize sales and profits by using sound business practices to implement sales strategies.
- Develop and implement a successful sales plan to grow your store's profitability.
- Implement new product lines and create strategies to introduce and promote them to the customers.

- Set standards and model behavior for optimum customer service.
- Interact with your store's community to make the Marketplace a model community convenience store.
- Perform basic bookkeeping; create forms, write instructions and memos.

**Physical Requirements:**

This 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. Ability to be on call, work all shifts, weekends and holidays as needed by the business, as well as work on-site alone as required. Must spend the majority of the shift standing with frequent bending and lifting.

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 a store 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**