

**MESCALERO APACHE TRIBE**

**JOB ANNOUNCEMENT**

**Position Title: Assistant Store Manager**

**Department: Enterprise (Tribal Store)**

**Employment Status: Non-Exempt Grade: NE7**

**Opening date: February 27, 2023 opening until filled**

**Job Summary**

Manages daily operations of retail store and supervises all employees necessary to achieve the financial, operational, and guest service expectations. Operates cash register and performs currency transactions.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**Duties and Responsibilities**

* Directs and participates in the stocking and merchandising of the sales floor including maximizing capacity of selling fixtures, visual presentation and floor models.
* Assists the Store Manager in the acquisition and development of an adequate supply of selling and sales support manpower to support the planned sales and customer service objectives of the store.
* Assists in the development and execution of programs and practices which fosters a high motivation, high productivity, and a customer driven culture.
* Assist the Store Manager with the coordination of local sales promotion and public relations activities in the community.
* Assists the Store Manager in the development and execution of programs, which provide for optimum protection of company assets from loss due to internal and external theft, inaccurate record keeping and wastage.
* Provides day-to-day leadership and support regarding operation issues including: staffing, safety, housekeeping & maintenance, special services, bookkeeping & cashier functions and adherence to standard policies and procedures.
* Plans and prepares work schedules and assigns employees to specific duties only during Store Manager’s absent.
* Supervises employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, or performs work of subordinates, as needed.
* Ensures compliance of employees with established security, sales, and recordkeeping procedures and practices.
* Answers customer’s complaints or inquiries, both in person and by phone, while projecting a positive image for the company.
* Prepare daily sales reports, as needed per the Store Manager.
* Locks and secures store.
* Works as a cashier as needed.
* Ensures safety and security of store, employees and customers including operation of panic button, access codes, safe combinations, completion of employee and customer injury reports, security investigations and monitoring video surveillance.
* All employee must assist in cleaning, taking out trash and or mop and sweeping.
* Performs other duties as assigned.

**Minimum Qualifications**

* High School Diploma or GED.
* Two years customer service, cash handling and store experience. One year in a lead or supervisory capacity.
* Must be 21 years of age.
* Must have a valid NM Alcohol Servers License.
* Must have good mathematical skills.
* Must have a valid NM Driver’s License.
* Must have dependable and reliable transportation.
* Must have strong computer skills.
* Must be willing to work an evenings, weekends and holidays.
* Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*Tribal preference and Native American Indian preference shall apply to all positions.*

**Knowledge, Skills and Abilities**

* Knowledge of basic arithmetic.
* Knowledge of cash register operations, sales methods and techniques.
* Knowledge of Retail Department guest service standards.
* Knowledge of retail shop maintenance and operations.
* Knowledge of POS systems.
* Knowledge of inventory systems.
* Skill in providing leadership to, supervising, training, and evaluating assigned staff.
* Skill in accurately using a cash register and making change.
* Ability to write reports and business correspondence.
* Ability to work extended hours and various work schedules.
* Ability to communicate effectively both verbally and in writing.
* Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
* Ability to follow instructions in verbal and written format.
* Ability to use good judgment and foresight.

**Physical Demands**

While performing the duties of this job, the employee regularly is required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee frequently is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds

**Work Environment**

Work is generally in an indoor setting with a moderate to high noise level. Stocking in refrigerators where exposure to cold conditions may occur. Prolonged standing. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.