



Shoshone Tribe Service Station
PO Box 764
Fort Washakie, WY 82514
Phone: (307) 332-2906

JOB DESCRIPTION

POSITION: Assistant Manager
DEPARTMENT: SHOSHONE TRIBE SERVICE STATION
SUPERVISION: General Manager
SALARY: DOE
STATUS: Permanent/Full-time
OPENING DATE: June 27, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

An Assistant Store Manager, or Assistant Manager is responsible for supporting the Store Manager in the daily business operations of a retail store. General tasks include supervising employees, communicating with and helping customers and carrying out directives given by the manager and the store owner.

DUTIES AND RESPONSIBILITIES:

- Supervise and direct the activities of other store employees.
- Ensure that there is delivery of excellent customer service.
- Ensure compliance of employees to company policies and procedures.
- Maintain inventory and stock levels.
- Provide directives to cashier attendants when necessary
- Investigate inventory variations and shortages.
- Regularly review cashier accountability sheets and records as prescribed by the store manager
- Ensure high level of sanitation or cleanliness.
- Ensure security and safety of store complying with all environmental and safety guidelines
- Report any issue of misconduct to management or the appropriate authority
- Directly participate in the merchandising and stocking of the sales floor
- Provide courteous and prompt resolution of employee and or customer issues.
- Ensure proper entry of invoices into system
- Ensure proper record keeping and avoidance of wastage
- Motivate, challenge, as well as encourage other staff members.
- Ensure implementation enforcement of the stores established daily procedures for operation.
- Perform daily computer entry and paperwork
- Perform duties of station Cashier Attendant as needed.
- Conduct monthly inventory of store products.
- Perform other related duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- Physically sound with the ability to perform heavy physical activities occasionally.
- Ability to communicate effectively both orally and in written format
- Ability to meet up with targets and deadlines
- Process organizational and management skills
- Ability to work effectively despite pressure.
- Process flexible on the job and ability to execute multiple tasks at a time without losing focus
- Must possess and enthusiastic spirit and be friendly and welcoming
- Must be result driven individual with strong customer service skills.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Shoshone Service Station, 3 North Fork Road or by mail to P.O. Box 764, Ft. Washakie, WY 82514.
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.