

JOB DESCRIPTION

JOB TITLE: General Manager, Yakamart Inc.

SUPERVISOR: Yakamart Inc. Board of Directors

SALARY/RANGE: DOE/DOQ

OPENING DATE: September 8, 2014

CLOSING DATE: September 30, 2014

REPORTS TO: Yakama Nation Tribal Council
Overall Economic Development (OEDP) Committee

SUMMARY: The General Manager will be responsible for performing all aspects of running the day to day business (fuel sales & convenience store). The General Manager should bring in both experience and new ideas, improvements to the current business plan, demonstrate fairness, respect and integrity in all situations, work well both independently and as part of team.

JOB DUTIES:

- Develops/updates the annual budget and business plan for Yakamart
- Responsible to maintain accurate financial data and statistics to maximize its profitability.
- Accountable for the total financial function including sales, receipts, payroll, etc.
- Ensure appropriate staffing levels relative the budgetary process.
- Responsible for developing and implementing personnel policies and procedures once approved by the OEDP committee.
- Develop and implement a marketing plan
- Retain accurate employee files and records
- Responsible for updating job descriptions and duties for all employees
- Coach/train employees in all areas of operations to build a strong cohesive working team
- As necessary, coach, counsel, discipline, and/or terminate accordingly
- Develop comprehensive evaluation process and track progress
- Effectively communicate with great listening skills when interactions with customers, vendors, employees, and OEDP committee.
- Maintains an awareness of the competition and market conditions, internally/externally, to Yakamart
- Identifies, recommends, and oversees that implementation of new sales and revenue opportunities
- Develops measurable quality and customer service standards for Yakamart
- Establish and sustain a solid working relationship with various vendors
- Develops and maintain a culture of customer service with employees.
- Oversees building and grounds maintenance

- Be an example while working alongside team members in their work stations

REQUIREMENTS:

- 5+ years in management/supervisory experience in retail.
- High School/GED
- Computer literate
- Meet the requirements for the needed physical tasks.
- Ability to work flexible schedule, including 1st/2nd shifts, nights, weekend, and holidays.
- Take & pass a drug screening
- Meet the standards of a background check

CONTACT: Interested individuals should send application and resume to the following address:

P.O. Box 151
Toppenish, WA 98951
Attention: Human Resource

INDIAN PREFERENCE: Except as provides by Indian Preference Act (Title 25, U.S. Code Section 472 and 473), there will be no discrimination in selection because of race, color, age, sex, national origins, physical handicaps, marital status, politics, memberships or non-memberships in a employee organization. If the applicants have equal qualifications, preference will be given to the Yakama Tribal member and other