



Fallon Tribal Development Corporation
565 Rio Vista Drive, Fallon, Nevada 89406
Tel 775.423.6075 / Fax 775.423.5202 / www.ftdc.us

JOB ANNOUNCEMENT

Title: CONVENIENCE STORE MANAGER

Location: Various locations in Fallon / Fernley

Salary: \$14.92/hour – \$16.79/hour (Steps 1 - 5 DOE), Salaried/Exempt
(Class Code 503; Grade 11)

Supervisor: Board of Directors

Closing Date: **AUGUST 26, 2010**

Description: The Convenience Store Manager is responsible for providing trained staff, scheduling staff, ordering, purchasing, budgeting, displaying and selling products at a profit, that are in demand by the general public. Shall be responsible to perform all duties as a day to day working manager and shall work behind the counter as a clerk when needed and perform all duties as needed.

Duties and Responsibilities

Supervision of staff including, hiring process, training, discipline, scheduling, leave request, and complete evaluation as required.

Develop and maintain a list of vendors that will provide products in a timely manner, at a favorable price.

Responsible to insure accurate till reconciliation.

Develop and monitor budgets and provide reports as assigned

Order, receive, price and stock merchandise.

Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.

Maintain an inventory control system to permit receipt of orders to arrive before stock depletion, using first in, first out method software.

Analyze and accurately report financial and statistical data, based on daily operations.

Insure cleanliness of the building and grounds, to maintain attractiveness, as well as safety.

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Complete a physical inventory of all the stock on an annual basis.

Must maintain an acceptable attendance record and must be reliable.

Must attend all trainings provided by the employer, as well as all meetings as required by the employer.

Must adhere to all established rules, regulations, procedures, and policies of the Fallon Tribal Development Corporation and, as applicable, the Fallon Paiute-Shoshone Tribe.

Must participate in the employee random drug-testing program.

All other duties as assigned by the employer.

Qualifications and Skills/Abilities

An Associate Degree in Business Management, Business Administration, or Hospitality Management with two years previous successful experience supervising and managing a retail business operation required OR, a High School Diploma or GED with five (5) years experience previous successful experience supervising and managing a retail business operation is required.

Must have demonstrated management experience to include staff supervision, budget development and monitoring, purchasing, pricing and inventory control.

Demonstrated ability to lead, supervise and manage at least two (2) or more employees and demonstrated ability to handle money (cash, checks, charge cards, etc.) is required.

Must have ability to establish and maintain productive working relationships with staff, customers, management and sales representatives necessary to effectively carry out job duties and must be able to communicate verbally and in writing using clear and concise terms.

Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

Must be willing to work flexible hours that will include evenings, weekends and holidays.

Must have a resident telephone and be able to meet strict work schedule start times.

Must maintain confidentiality in all business matters

Must abide by FTDC Personnel and Procedures

Must have a valid Nevada Driver's License and be insurable under the FTDC or Tribal insurance policies

Must pass a criminal background check

Pursuant to 25 CFR, Indian Preference is applicable.

TO APPLY: Applications may be obtained from the Human Resources Department in person or by writing the Corporation at 565 Rio Vista Drive, Fallon, NV 89406; or by calling the Human Resources Department at (775) 423-6075; or by going to www.ftdc.us.

The Fallon Tribal Development Corporation is an employee drug-free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473) and to members of the Fallon Paiute-Shoshone Tribe in accordance with adopted policies & procedures. The Fallon Tribal Development Corporation is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(l) of Title VII of the Civil Rights Act of 1964, amended in 1991.