

Convenience Store / Gas Station Manager at Cocopah Korner Store

Job Posting Id: 4615336 on azjobconnection.gov

Full Time

Pay Rate: \$33,567 - \$43,638/Year D.O.E

Job Description:

Manager oversees the daily operations of a convenience/gas station store. Responsible for all employment and personnel, merchandising, inventory control, financial management and cash handling, and controlling loss prevention.

Essential Duties and Responsibilities:

- Responsible for directly driving sales and profits for the Cocopah Korner Store.
- Oversees and ensures that the overall condition of store comply with company standards including but not limited to cleanliness, food services, store and food sanitation, customer service and merchandising
- Maximizing store profitability, expense control, inventory levels and shortage control
- Serve customers by maintaining our philosophy, supported by a value proposition that every experience will be fast, friendly and of high standard
- Meets with Business Development Manager or Council to review and discuss strategies for the store to discuss financial performance and projections
- Organize and facilitate a meeting to provide progress updates/reassess interventions to improve financial performance
- Engage with merchandising team/vendors to suggest ways to increase sales, expand markets, and promote business
- Plan and implement marketing campaigns and sales promotions, and oversees merchandise displays to meet all operational excellence goals
- Ensure all policies and procedures are timely and accurately administered, including performance reviews, compensation transactions, new-hires, terminations, leaves, employee relations, safety and legal compliance matters
- Ensure that all labor management tools are effectively implemented and that labor targets are achieved
- Ensure that allocated store staffing hours are properly scheduled to provide the best level of customer service
- Maintain 100% in-stock operational excellence on top selling items
- Ensure store operations are current on product offerings and promotions
- Identifies future capital expenditure requirements.

- Monitor store activities to ensure that customers receive exceptional customer service
- Develops weekly schedule for his/her team. Reviews and approves weekly payroll.
- Coach and supervise team members in store responsibilities
- Coach and assist team members on how to handle difficult and complicated situations, including employee disciplinary action
- Other duties may be assigned.

Knowledge, Skills and Abilities

- Strong proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Excellent oral and written communication and interpersonal skills
- Proficient accounting skills
- Ability to read, review, and interpret financial statements and other reports and documents to affect change
- Strong leadership, emotional intelligence, conflict resolution, and customer service skills
- Ability to train, develop, coach, and promote team members
- Ability to work evenings and weekends as needed.
- Exercise sound judgment and work with minimum supervision
- Lift or carry heavy stock up to 50 pounds; push or pull up to 128 pounds
- Standing for a long period of time.
- Using a computer on a daily basis
- Moving in and out of Cooler/Freezer
- Bending/Squatting multiple times
- Standing and performing physical labor

Job Requirements:

- High School Diploma or GED required.
- Associate degree required, bachelor's degree preferred; combination of education and related work experience may be considered.
- 5+ years of direct management experience in the fuel and convenience store industry is required.
- Must have a valid Arizona Driver License and adequate transportation.
- Must be able to successful pass DPS/FBI fingerprint background check
- Must be COVID-19 vaccinated, or must obtain by the end of the 120 day training period

The Cocopah Indian Tribe is a mandatory COVID-19 vaccination employer. All employees are required to be fully vaccinated as a condition of employment.

How to Apply:

Go to <https://www.cocopah.com/employment.html> to apply for this position. Follow the instructions included at the site, including how to submit an application