



PEDCO
RESTORING THE LEGACY
OF THE PONCA HOUSE

PEDCO Position Description
CLOSES INTERNALLY 12/27/11

Position Title: Assistant Store Manager
Location: Bloomfield, NE
Hours: 40+ hours per week, hours vary, weekends required, days vary.
Salary Range: \$22,006 - \$31,678
Grade: 3
Department: PEDCO
Supervisor: Store Manager (or Vice President of Retail, pending approval)
FLSA Status: Non-Exempt
Classification: Full-Time

Summary:

Successful applicant will be responsible for all store activities Monday through Sunday in the day-to-day operations and will perform the managerial duties as required. Responsible for managing and directing the operation of assigned store to maximize sales and profitability.

Responsibilities and Duties:

- Assists in the complete day-to-day operations, Monday through Sunday. Also assists in the management of a retail/convenience store engaged in the selling of all store products.
- Participates in preparation and execution of inventories.
- Trains and supervises new employees (openers or closers), follows up retraining if necessary and all documentation.
- Coaches and mentors staff; including under-performing staff to improve their skills.
- Implements and promotes the Rewards program.
- Orders merchandise and prepares requisition to replenish merchandise. Maintains inventory to prevent outages.
- Works with vendors to coordinate sales promotions activities and prepares or directs workers preparing merchandise displays. Ensures product and promotional displays are exhibited timely and accurately.
- Ensures compliance of employees with established security, sales, ID carding, cash handling and record keeping procedures and practices.

- Responsible for store cleanliness and maintains store appearance and product representation to company standards.
- Regularly complete price surveys of the competition and observes competitors for changes. Execute price changes in a timely fashion, if needed.
- Ensures customer's needs are met, resolves complaints in a professional manner, and that customer service is the focus of each employee.
- Provides manager with an objective view on employee's job performance and behavior.
- Implements strategies to improve customer service drives store sales to increase profitability.
- Able to complete all daily and monthly paperwork as required and make deposits.
- Completes or assists in employees schedule.
- Acts as store manager in her/his absence.
- Performs cashier duties as required.
- Achieves or exceeds store customer service, sales and profit objectives. Motivated by working in a fast pace environment and has a strong drive for results and success.
- Answer telephone and other office duties as needed.
- Able to fill-in at other locations when needed.

Relationships and Authority:

This position directly supervises store employees under the direction of the Store Manager (or Vice-President of Retail, pending approval).

Working Environment and Physical Demands:

Sits, stands, bends, lifts, drives and moves intermittently during work hours. Professional business office. Casual business attire; formal business attire as required.

Qualifications:

Minimum:

- Exemplary customer service and communication skills
- Knowledge of sales and merchandising techniques
- 2 years retail sales; and consistent job history
- 1 year supervisory/management experience
- General computer and internet skills; excellent knowledge of Microsoft Office and proficiency with Excel
- Professional attitude and leadership skills.
- Excellent oral and written communication skills
- Ability to work independent and a flexible schedule
- Motivated, self starter
- Ability to adapt and be flexible according to business needs is crucial
- Valid driver's license, clean driving record and reliable transportation
- Successful applicant must be insurable and able to provide own transportation
- Motor vehicle and criminal background checks, and character reference checks.

Preferred:

- Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act.
- 2-year or 4-year college degree in sales or marketing or equivalent preferred

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

PEDCO Board Approval: December 18, 2011