



Human Resources Department

Job Opportunities

Title: Convenience Store Manager
Department: Retail – Casino Apache Travel Center
Opening Date: January 26, 2010
Closing Date: January 28, 2010
Gaming License Required: No
Positions Available: 1 Full-Time
Pay Rate: Salaried
Shift: Varies

Job Summary: Supervises and coordinates activities of team members in operations of the Convenience Store at CATC. Assigns duties to team members and schedules work hours, break periods, and any approved time off; Trains team members in store policies, department procedures, and job duties and supervises team members' performance of all duties; Orders merchandise, supplies and equipment for all retail outlets; maintains inventory of retail items at all times; Inspects merchandise to ensure it is correctly priced and displayed and coordinates all store displays, when applicable; Recommends additions to or deletions of merchandise to be sold in all retail outlets; Prepares sales and inventory reports for management. Maintains budgets and budgetary policies of retail store at all times; Listens to customer complaints, examines returned merchandise, and resolves problems to restore and promote good public relations. Interviews, hires and trains staff. Performs other duties as required.

Job Qualifications: High School diploma or general educational developmental (GED) Certificate; or one to two years job related experience and / or training; or equivalent combination of education and experience may be substituted. The team member must occasionally lift and/or move up to 50 pounds.

Mescalero Apache Tribal Preference. Bi-cultural experience preferred.

Applications/Resumes must be submitted to the Human Resources Center located on the 5th Floor, East end of the Inn. Applications/Resumes may be submitted via Fax at 575-464-7310. For more information contact the center at 575-464-7329.

"Best All Season Resort Destination in the Southwest".