SUSANVILLE INDIAN RANCHERIA CORPORATION
DIAMOND MOUNTAIN MINI-MART
910 Skyline Drive
Susanville, CA 96130

Preference will be given to Native Americans (42 CFR 36.221)

POSITION ANNOUNCEMENT

Position:	Assistant Manager
Company:	SIRCO
Date:	August 22, 2016
Closing Date:	September 1, 2016
Salary:	DOE
Supervises:	Store Clerks

POSITION SUMMARY

The primary responsibility of the Assistant Manager position is to perform the duties of the Store Manager in their absence. Shifts may vary and include Holidays and weekends.

SPECIFIC RESPONSIBILITIES

1. Perform daily inventory of office safe.
2. Track petty cash and petty cash receipts.
3. Prepare deposits.
4. Pull ATM report. Fill and verify contents of ATM.
5. Perform bank deposit drops.
6. Ensure that there is adequate change for all shifts.
7. Obtain required change from the bank.
8. Record daily fuel meter readings.
9. Check in-town fuel prices, change fuel prices when needed.
10. Update fuel pricing spreadsheet.
11. Ensure shifts are properly manned, make adjustments as needed.

12. Order and maintain product.
13. Check-in vendors, verify product is needed, and verify delivery against invoice.
14. Change product prices in the back office.
15. Download invoices and send information to the registers.
16. Handle customer/Team Member complaints, resolve problems and disputes.
17. Review surveillance video to ensure proper policies and procedures are followed.
18. Perform End-of-the-Month Reports.
19. Ensure adequate number of store forms is available.
20. Be prepared to report for work during power outages when necessary.
21. Serve as clerk/cashier.
22. Supervise and ensure the maintenance and appearance of the facility, equipment, and premises.
23. Assist gas customers with fuel and fuel pump operations, particularly customers that can be classified as being disabled or seniors.
24. Perform cleaning and general upkeep of interior and exterior of Mini-Mart, including the emptying of trash receptacles and the cleaning of restrooms.
25. Prevent, stop or report any loitering, illegal or immoral activities occurring on company property as soon as possible. Be alert to shoplifting, vendor theft, and gasoline drive-offs and immediately report any such activity.
26. Contributes to the team effort by participating in the Susanville Indian Rancheria Corporation's (SIRCO) facility wide program improvements, goals and standards.
27. Other duties as assigned.

QUALIFICATIONS

1. High School diploma or equivalent.
2. Be at least 21 years of age.
3. Be knowledgeable of Microsoft Word and Excel
4. Experience with computers, registers and surveilance systems
5. Knowledge of maintenance and cleaning of C-Store machines.
6. Be available to work varying shifts, including Holidays and weekends.
7. Experience dealing with cash registers in a retail environment.
8. Ability to work and manage large amounts of currency.
9. Ability to make change accurately.

10. Be physically able to stand for several hours while operating a cash register, lift and carry 55 pounds, and kneel to stock bottom shelves.
11. Valid driver's license and auto insurance.
12. Two years convenience store experience preferred

SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION

POSITION ANNOUNCEMENT

Position:	Sales Associate
Company:	SIRCO
Location:	Herlong, CA
Date of announcement:	August 15, 2016
Closing Date:	Open until filled
Hours:	Part time
Wage:	DOE

POSITION SUMMARY

The Sales Associate promotes products and services to potential customers and negotiates contracts in order to maximize profits.

RESPONSIBILITIES

- Identifies sales prospects
- Prepares presenations, proposals, and sales contracts
- Develops and maintain sales materials
- Organizes and schedules sales calls, visits
- Establish and maintain current client and potential client relationships
- Identify and resolve client concerns
- Prepare a variety of status reports, including all sales activities, closings, follow-up, and adherence to sales goals utilizing designated sales software
- Attends trade shows, conventions, conferences, meetings
- Analyze industry trends on pricing, competitition, and merchanising techniques

Minimum Qualifications

- High School Diploma
- Sales/networking experience preferred
- Customer service focused

- Highly motivated, self-starter
- Ability to maintain a neat, professional, and presentable appearance per company standards
- Proficient in MS Office, Excel
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Willing to travel, work weekends, and holidays
- Ability to resolve conflicts and maintain positive work environment
- Must have ability to work in fast paced environment
- Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal laws and regulations

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