

## SENECA-CAYUGA NATION

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### VACANCY ANNOUNCEMENT

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The Seneca-Cayuga Nation is accepting applications for the below position.

In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff according to the Tribe's Career Development Program. Applications will be received from prospective employees concurrently. To qualify for this position prospective applicants must submit a complete application for employment which addresses the applicant's ability to perform each of the below listed specific areas of responsibility, qualifications, and requirements, as well as the physical requirements for this position. Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com). Resumes with completed applications may be submitted to Human Resources or online to [clewis@sctribe.com](mailto:clewis@sctribe.com).

Posted 8/19/2025 . Position Closes 9/2/2025 .

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**Position Title:** Flint Fire Mercantile Store Manager

**Department:** Flint Fire Retail Operations

**Immediate Supervisor:** Executive Director

**Position Supervised:** All Mercantile Staff

#### **General Statement of the Responsibility:**

The Convenience Store Manager is responsible for overseeing the daily operations of the store, ensuring excellent customer service, managing staff, monitoring inventory and sales, and maintaining a clean and safe environment. This role requires strong leadership, organizational skills, and a hands-on approach to problem-solving.

#### **Specific Areas of Responsibility:**

- **Overall Operations:** Oversees all aspects of the business, including gas sales, general store operations, and food service.
- **Staff Management:** Hires, trains, schedules, and supervises all employees. Conducts performance reviews and addresses any personnel issues.
- **Inventory & Ordering:** Manages inventory for all departments (fuel, merchandise, food ingredients). Places orders with suppliers, manages deliveries, and ensures proper stocking.
- **Financial Management:** Handles daily cash reconciliation, deposits, budgeting, and expense tracking. Aims to increase profitability.
- **Customer Service:** Sets the standard for excellent customer service and resolves escalated customer complaints.
- **Marketing & Promotions:** Plan and implements local marketing strategies and promotions for fuel, store items, and food service.
- **Maintenance & Safety:** Ensures the facility is clean, safe, and well-maintained, including gas pumps, store aisles, kitchen, and restrooms. Oversees equipment maintenance and compliance with safety regulations (e.g., food safety, fire codes).
- **Compliance:** Ensures adherence to all local, state, and federal regulations, including those specific to fuel sales, food handling, and tobacco/alcohol sales.
- Other duties as assigned.

#### **Qualifications and Requirements:**

- High school diploma or GED required, associate or bachelor's degree in business or related field preferred.
- 3+ years of retail or convenience store management experience.
- Strong leadership and team development skills.
- Proficiency with POS systems, Microsoft Office, and inventory management software.
- Knowledge of retail operations, merchandising, and cash handling procedures.
- Excellent problem-solving, communication, and organizational skills.
- Ability to work independently and make sound decisions under pressure.
- ServSafe certification or food safety knowledge (if store includes food service).
- Budgeting and financial analysis skills.
- Must be able to pass a background check and drug test.

#### **PHYSICAL REQUIREMENTS:**

- Ability to stand for long periods and perform physical tasks including lifting up to 50 lbs.
- Frequent bending, reaching, stocking, and walking throughout the store.
- Must be able to work in a fast-paced retail environment.

**Tribal/Indian preference will be observed in the filling of this position.**