

## 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 10/22/2025 . Position Closes 11/5/2025

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

**Department:** Flint Fire Retail Operations

**Immediate Supervisor:** Store Manager

**Position Supervised:** Food Service Workers and Cashier

**General Statement of Responsibility:** The Mercantile Store Assistant Manager supports the daily operations of the convenience store, ensuring excellent customer service, proper inventory control, cleanliness, and efficient team management. This position assists the Store Manager in supervising staff, handling cash and transactions, and maintaining compliance with safety and operational procedures.

**Specific Areas of Responsibility:**

- Managerial Support: Assists the Store Manager with daily operations and assumes responsibility in their absence.
- Shift Supervision: Oversees a shift, ensuring smooth operations, customer satisfaction, and employee productivity.
- Cash Handling & Reporting: Processes transactions, manages cash registers, and assists with daily reporting. Will be responsible for balancing and reconciling at the end of the shift.
- Stocking & Merchandising: Oversees the stocking of shelves, rotation of products (particularly food items), and attractive display of merchandise.
- Cleaning & Maintenance: Ensures the cleanliness of the store, food service area, and restrooms during their shift.
- Customer Service: Provides direct customer service, handles minor complaints, and assists with inquiries.

**Qualifications and Requirements:**

- High school diploma or GED required.
- Minimum of 1–2 years of experience in a retail or convenience store setting.
- Previous supervisory experience preferred.
- Strong customer service, leadership, and communication skills (both written and verbal).
- Basic math skills and experience handling cash and transactions.
- Proficiency in operating point-of-sale (POS) systems and basic computer skills.
- You must have reliable transportation to and from work.
- Ability to work flexible shifts as needed.
- Must be able to pass a background check and drug test.
- Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Must be able to stand and walk for extended periods.
- Ability to lift up to 40–50 lbs.
- Frequent bending, reaching, and stocking shelves.
- Work may include evenings, weekends, and holidays.

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