

Store Manager

Posted: July 1, 2026

Full Time

Location: Window Rock, Arizona / Tse Bonito, New Mexico

Location: Kayenta, Arizona

Job Details - Closing Date: July 10, 2026

****Applicant must have a valid, unrestricted insurable Driver's License****

****Application, Resume and References are required****

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Manage day-to-day of the overall store operation and must be available after-hours, weekend and holidays.
- Demonstrate and coach staff personnel to provide high-quality customer services and ensure all customers receive the highest level of customer service and maintain a high degree of professionalism.
- Direct and supervise store personnel to enhance business and comply with NNOGC Policies & Procedures. Hire, train and develop, motivate, coach and retain store personnel.
- Interpret and communicate store goals and objectives, standard operating procedures and general information.
- Control and maintain satisfactory inventory levels. Meet or exceed budgetary goals, guidelines and objectives. Coordinate and evaluate inventory counts.
- Accurately tracks sales and price changes to control store accountability. Adheres to and communicates all cash handling procedures involving cash, credit cards, checks, and cash drops.
- Properly and accurately accounts for all sales transactions. Accurately operates cash register, monitors fuel inventory and pricing and other operating equipment, including cooking equipment
- Review, analyze and initiate corrective action measures with cash over and short and monthly store inventory shrinkage. Provide adequate training to minimize or eliminate unacceptable practices and performance.
- Review, prepare and submit store reports and invoices in a timely manner.
- Review, prepare and submit applicable employment and payroll related documentation in a timely manner to Human Resource or Payroll.
- Verify and account for all inventory shipments and return items for credit, report and follow-through on any inventory not received and record accordingly or mis-orders.
- Keep store and kitchen clean and always stocked and in a first-class condition. Maintain high cleaning standards which include parking lot, fuel island, restrooms, stockroom, kitchen, equipment, landscape, and manager's office.

- Follow company and operational policies and procedures, including compliance with federal, state, tribal, and local regulations with tobacco sales, cigarette sales, and junk food tax, if applicable.
 - Follow procedure for ATM verification, secure pass code and be accountable for all cash and replenishment.
 - Implement preventive safety procedures, maintain an accident-free workplace, respond appropriately to emergency situations and report all accidents. Provide work or store safety training on a semi-annual basis to store personnel, including but not limited to food handling and food temperatures, fuel shut off valve, emergency evacuation procedures, emergency contact, etc.
 - Follow the gas delivery procedures and complete Leak Detection Testing according to applicable regulations and guidelines. Complete Vendor Root readings as required.
 - Assist with work orders to address equipment and preventive maintenance repairs.
 - Properly and accurately account for all petty cash.
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- Provide coaching, corrective action, and documentation of employee performance
 - Weekly Key Performance Indicators ownership of fuel and in-store sales
 - Responsible for personnel recruitment, scheduling, and labor planning
 - Other duties as assigned.

Experience:

- 3 years of management experience in convenience store, retail, or related field.
- Strong cash handling and customer service experience.
- Previous Supervision experience required.

Education:

- Associate Degree in business, marketing or related field preferred.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Knowledge of business management and accounting principles.
- Intermediate to advance PC skills (MS Word, Excel, PowerPoint, Outlook, or similar applications).
- Ability to direct, plan, supervise by effective coach or mentor staff personnel.
- Ability to interpret, communicate and enforce NNOGC Policies and Procedures.
- Ability to exercise critical thinking, solve problems and make sound judgments.
- Strong leadership, interpersonal communications and team building skills.
- Ability to demonstrate time management skills.
- Demonstrate effective communication skills in a written and verbal format.
- Ability to work unsupervised and rotating flexible shifts, including nights, weekends, holidays and be available to respond to incidents and emergencies.