

Assistant Store Manager

Posted: August 10, 2026

Full Time

Location: Kayenta, Arizona

Job Details - Closing Date: August 27, 2026

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

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

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Manages alternating shifts with the store manager. Ensure all customers receive the highest level of customer service, always maintaining the highest degree of professionalism.
- Interviews and make recommendations to hire. Assist in training sales associates in all facets of store operations. Assist in conducting performance evaluations, reporting progress and problems to the store manager. Ensures shifts are fully staffed, filled in for absent employees.
- Displays sales merchandise to promote customer awareness and generate additional sales.
- Accurate completion of the Daily Sales Report in a timely manner. Process invoices daily and process payroll accurately. Track sales, monitor markdown sheets to control store accountability. Complete all required logs and paperwork.
- Accountable for shift performance and cash variances.
- Assist manager in ordering, pricing, and receiving merchandise. Endure accurate documentation of all price changes and transfers to control inventory.
- Keep store clean, stocked and in first class condition at all times. Maintain high cleaning standards which include parking lot, restrooms, stockrooms, and equipment. Clean all spills to remove safety hazards.
- Ensure all policies and procedures are followed, including tobacco sales, regulations, to ensure compliance.
- Proactive preventive safety procedures to maintain an accident-free workplace. Respond appropriately to emergency situations and report all accidents.
- Performs other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:

- Minimum of 1 years related work experience in retail and Supervision.
- Strong cash handling and customer service experience.

Education:

- High School or equivalent.

Mandatory Knowledge, Skills, Abilities, and Other Qualifications:

- Ability to process information electronically (computer and cash register).
- Knowledge with PC skills (MS Word, Excel, PowerPoint, Outlook, or similar applications).
- Ability to communicate effectively in writing and verbally.
- Ability to read, count, and write accurately to complete all documentation.
- Knowledge of equipment generally in convenience stores.
- Skilled in managing own time and time of others.