

SENIOR OPERATIONAL LEADERSHIP · JD-EMK-06

Senior Store Manager

JD NUMBER	JD-EMK-06
FLSA STATUS	Exempt
EEO CATEGORY	Executive/Senior Officials and Managers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	Assistant Store Manager · Store Clerk · Receiving & Inventory Clerk
DEPARTMENT	Retail

POSITION SUMMARY

The Senior Store Manager oversees all retail operations of the Emmonak Corporation Store, a general merchandise and grocery retail outlet that serves as an essential community resource for the Emmonak village. This role is responsible for store profitability, inventory management, staff supervision, vendor relationships, and exceptional customer service to the Yup'ik community. The Store Manager ensures the store is well-stocked, competitively priced given remote logistics realities, and operates in compliance with food safety, alcohol licensing (if applicable), and state retail regulations. Reporting note (Aug 2026): Reports directly to the President & CEO while the Vice President of Operations position remains vacant. Once filled, reporting will transfer to the Vice President of Operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage all aspects of the Store's daily retail operations, including opening/closing procedures, cash management, and customer service standards.
- Hire, train, schedule, and evaluate Store Clerks/Cashiers and the Receiving & Inventory Clerk.
- Develop and manage the store's annual merchandise budget; monitor gross margin, shrinkage, and net sales performance.
- Source, negotiate, and maintain vendor relationships for grocery, general merchandise, and specialty items serving the village community.
- Oversee receiving, pricing, stocking, and rotation of all merchandise; manage perishable inventory to minimize spoilage.
- Manage store point-of-sale (POS) system, cash drawer reconciliation, and daily sales reporting.
- Ensure compliance with Alaska food safety regulations, product labeling requirements, and retail licensing.
- Develop and implement promotions, seasonal ordering plans, and community-oriented pricing strategies.
- Maintain store cleanliness, safety, and physical plant in accordance with company and regulatory standards.

- Process special orders for community members as feasible; communicate supply chain constraints (barge/air freight schedules).
- Report monthly P&L; performance, inventory turnover, and customer feedback to the VP Operations.
- Build positive community relationships and ensure the store serves as a welcoming resource for all Emmonak village residents.

REQUIRED QUALIFICATIONS

- High school diploma or GED; Associate's or Bachelor's degree in Business or Retail Management preferred.
- Three (3) or more years of retail management experience, including staff supervision and inventory management.
- Experience managing a POS system and basic bookkeeping.
- Strong interpersonal skills and ability to serve a culturally distinct Alaska Native community with respect and sensitivity.
- Ability to live and work in Emmonak, AK — a remote community with limited outside services.
- Experience with QuickBooks Online (QBO) or comparable retail accounting / POS-integrated bookkeeping system; QBO certification preferred.
- Working proficiency in Microsoft 365 (Outlook, Teams, Excel) for daily reporting.

PREFERRED QUALIFICATIONS

- Alaska Native descent or prior experience living and working in rural Alaska.
- Experience managing a bush Alaska store, general store, or village corporation retail outlet.
- Familiarity with barge and air freight logistics for remote Alaska supply chains.
- ServSafe Manager Certification or equivalent food safety credential.
- Bilingual proficiency in Yup'ik and English.
- Experience with Granite Records Management for retail-pricing / vendor records.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Must be able to lift up to 50 lbs, stock shelves, operate warehouse equipment (hand trucks, pallet jacks), and stand for extended periods. Must be able to work in a cold storage area for receiving perishable goods. Outdoor exposure when receiving air freight or barge deliveries.
Work environment	Emmonak, AK Emmonak Store. On-site required for daily operations, customer service, and staff supervision. Occasional travel to Anchorage or Bethel for training may be required.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date