

OPERATIONAL MANAGEMENT — NEXT-IN-CHARGE · JD-EMK-09

Assistant Store Manager

JD NUMBER	JD-EMK-09
FLSA STATUS	Non-Exempt
EEO CATEGORY	First/Mid-Level Officials and Managers
REPORTS TO	Senior Store Manager
LOCATION	Emmonak, AK
SUPERVISES	Store Clerk · Receiving & Inventory Clerk (during Senior Store Manager's absence)
DEPARTMENT	Store Operations

POSITION SUMMARY

The Assistant Store Manager serves as second-in-command to the Senior Store Manager. Responsibilities include day-to-day store operations, point-of-sale supervision, inventory support, staff scheduling, and stepping into the Senior Store Manager's role during their absence. This role ensures redundancy and operational continuity of the Emmonak Store, which serves the community with groceries, hardware, and general merchandise in partnership with ANICA.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the Senior Store Manager with daily store operations including opening/closing procedures, cash reconciliation, and shift coverage.
- Supervise Store Clerks and Receiving & Inventory Clerks during assigned shifts.
- Cover for the Senior Store Manager during absences, ensuring uninterrupted store operations.
- Administer the Clover POS system: transaction troubleshooting, refunds/voids, day-end close, and receipt printing.
- Support inventory management: receiving barge and air freight, cycle counts, restocking, and shrinkage investigation.
- Assist with vendor relationships including ANICA merchandise coordination and local supplier deliveries.
- Maintain merchandising standards including planogram compliance, price-tag accuracy, and end-cap displays.
- Handle customer complaints and escalations that clerks cannot resolve, escalating to Senior Store Manager as appropriate.
- Enforce cash-handling policy including deposit preparation and safe reconciliation.
- Support the Corporation's shareholder-preference hiring and training of shareholder employees.
- Maintain a clean, safe, well-organized store environment consistent with Emmonak Corporation standards.

REQUIRED QUALIFICATIONS

- High school diploma or GED required; college coursework preferred.
- Three (3) or more years of retail or grocery store experience, with at least one (1) year in a supervisory role.
- Proficient with point-of-sale systems (Clover experience preferred).
- Strong cash-handling discipline and inventory-management skills.
- Excellent customer service and conflict-resolution skills.
- Ability to work flexible hours including evenings, weekends, and barge-season peak periods.
- Physical ability to lift 50+ lbs, stand for extended periods, and operate a hand truck / pallet jack.

PREFERRED QUALIFICATIONS

- Alaska Native descent or lived experience with ANC communities in rural Alaska.
- MBA or Juris Doctor (JD) degree.
- Prior service on an ANC board of directors or shareholder committee.
- Experience with Department of Defense contracting or energy/fuel logistics in remote environments.
- Bilingual proficiency in Yup'ik and English.
- Familiarity with QuickBooks Online financial reporting at the board-review level.

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	Primarily sedentary office environment. Must be able to travel to Emmonak, AK (remote bush location accessible by small aircraft or boat) multiple times per year, including in adverse winter conditions. Ability to sit for extended periods during board meetings and travel.
Work environment	Emmonak, AK Emmonak Store. On-site required for daily operations, point-of-sale supervision, and coverage during the Senior Store Manager's absence.

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