



Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
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JOB ANNOUNCEMENT

CTA Enterprises - (1) Smoke Shop Sales Clerk Part-time (30 hrs/week), Non-Exempt

Purpose: The CTA Enterprise is recruiting for a part-time Smoke Shop Sales Clerk at Craig, Alaska. The Sales Clerk will perform the following duties and responsibilities – various cashiering, stocking, pricing and inventory, assisting with reporting and financial duties in the operation of the CTA Enterprise Smoke Shop. The Smoke Shop Sales Clerk must operate in an ethical manner by following the CTA policies and procedures related to cash transactions, handling and tracking. The incumbent will also ensure proper behavior between staff and customers.

Supervision: The CTA Enterprises Smoke Shop Sales Clerk will be directly accountable to the CTA Enterprise Manager and under the general supervision of the Tribal Administrator.

Minimum Qualifications & Skills:

- High School Diploma or GED Equivalent
- Prefer one (1) year experience working at a smoke shop, or similar type of business
- Prefer one (1) year experience ordering (working with vendors) stocking and pricing
- Math, cashiering and customer service skills, practices and procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic record-keeping techniques

Salary range: \$13.50-\$15/hr,

Posted: December 28, 2018

Closing date: Open until filled.

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT UA AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ALASKA NATIVE PREFERENCE APPLIES.

Applications may be submitted to the tribal offices:
1330 Craig/Klawock Highway, Craig, Alaska.
www.craigtribe.org