



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
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### JOB ANNOUNCEMENT

**CTA Enterprises – (1) Smoke & Gift Shop Sales Clerk  
Part-time (16 hrs/week), Non-Exempt  
On-Call/Part-Time Position**

**Purpose:** The CTA Enterprise is recruiting for a part-time Smoke & Gift Shop Sales Clerk at Craig, Alaska. This position will work Monday and Friday mornings and be On-Call for employees who are out of the office. 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 & Gift Shop. The 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 & Gift 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: October 2, 2020

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](http://www.craigtribe.org)