



Craig Tribal Association
P.O. Box 828
Craig, AK 99921
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Job Announcement

Position Title: Bud Tender

Department: CTA Enterprise; 420 Green Street

Employment Type: Part-time (24 hrs. /week) & fill in, Non-Exempt

Salary: \$19.00 – \$24.00/hr.

Position Overview: The CTA Enterprise is seeking a highly motivated and detail-oriented individual to join our team as a part-time Bud Tender Clerk. The incumbent will be responsible for managing daily operations, ensuring high-quality service, and fostering a positive environment for employees and customers. This role requires strong leadership skills, excellent communication, and a commitment to maintaining professional standards.

Responsibilities:

- Oversee day-to-day operations and ensure departmental goals are met.
- Maintain compliance with company policies and regulations.
- Clerical duties; cash verification and cash exchange.
- Stocking, rotation merchandise, pulling items, pricing.
- Ensure shop is clean, tidy and stocked daily.
- Handle customer inquiries and resolve complaints efficiently.

Minimum Qualifications & Skills:

- Must have a valid Alaska Marijuana Handlers Card.
- Must be 21 years of age.
- High School Diploma or GED Equivalent.
- Computer knowledge; proficiency with accounting software, spreadsheets, etc.
- Math, cashiering, customer service skills, practices and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.

Benefits: Health Benefits & Paid Time Off.

Posted: 9.05.2024

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: 505 Front St, Craig AK or email to assttribaladmin@craigtribe.org