



Craig Tribal Association

P.O. Box 828

Craig, AK 99921

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Job Announcement

CTA Enterprises- (1) Smoke & Gift Shop Clerk
Part-time & fill in (24 hrs. /week), Non-Exempt

Purpose: The CTA Enterprise is recruiting for a part-time Smoke & Gift Shop Clerk. The 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 Clerk 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

Benefits:

- Health Benefits
- Paid Time Off

Salary Range: \$17-\$20/hr.

Posted: 9.05.24

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