



Craig Tribal Association

P.O. Box 828

Craig, AK 99921

PH: (907)826-3996

Fax: (907)826-3997

Job Announcement

Fill-in/part-time Smoke & Gift Shop Clerk

The CTA Enterprise is recruiting for a fill-in part-time Smoke & Gift Shop Clerk. The Clerk will perform the following duties and responsibilities cashiering, stocking, pricing and inventory, assisting with reporting and financial duties in the operation of the CTA Enterprise Smoke & Gift Shop. The Clerk operates ethically 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 of experience working at a smoke shop, or similar type of business
- Prefer one (1) year of 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
- Must be at least 21 years old (due to tobacco sales)
- Reliable and flexible with scheduling
- Must be able to lift up to 50 lbs.

Benefits:

- Health Benefits
- Paid Time Off

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

Posted: May 13, 2025

Closing Date: Open until filled

CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT DRUG SCREENING AND SUBMIT A CRIMINAL BACKGROUND CHECK UPON JOB OFFER. PER THE TRIBAL POLICIES, AMERICAN INDIAN/ ALASKA NATIVE PREFERENCE APPLIES; UNDER THE AUTHORITY OF P.L. 93-638.

Applications may be submitted to the tribal offices: 505 Front St, Craig AK or email to hr@craigtribe.org