



Creek Indian Enterprises Development Authority

Position (1) Regular Full-time Closes: **OPEN UNTIL FILLED**

TRAVEL PLAZA MANAGER

The Travel Plaza Manager is responsible for overseeing the daily operations of the Poarch Creek Travel Plaza, (90+ space truck parking/10,000 sq. ft. convenience store/80 seat restaurant, Truck Repair/Wash, Quick Service Restaurant (QSR) component and 24/7 driver comfort facilities), ensuring the overall financial success of the enterprise.

REPORTING RELATIONSHIP

The Travel Plaza Manager shall report directly to the President/CEO of CIEDA.

DUTIES AND RESPONSIBILITIES

- Oversees and directs the overall daily operational activities of the Travel Plaza, including 90+ space truck parking/ 10,000 sq. ft. convenience store/80 seat restaurant, Truck Repair/Wash, Quick Service Restaurant (QSR) component and 24/7 driver comfort facilities.
- Responsible for the supervision and leadership of employees including hiring, training, scheduling, performance evaluations and disciplinary actions.
- Interacts and comparison shops with multiple vendors for fuel and merchandise.
- Sees that appropriate price levels are set to maximize sales and profit.
- Responsible for the implementation and maintenance of inventory control system, ensuring appropriate stock levels to meet daily needs.
- Promotes monthly sales and specials based on company objectives to achieve sales targets.
- Encourages, assists, and trains employees to become a motivated sales force and meet company goals through regular staff meetings, walk-throughs and audits.
- Build an atmosphere that demonstrates pride in teamwork and in providing excellent customer service.
- Directs the preparation of all appropriate reports for bank deposits, auditing functions, etc. and ensures they are prepared in an accurate and timely manner.
- Reviews all reports to analyze and improve projections of sales and profits to meet budget targets.
- Responsible for coordinating the maintenance and upkeep of plaza, ensuring safe and sanitary conditions of all public/private areas.
- Ensures compliance with all applicable laws, policies, and procedures regulating tobacco, petroleum and alcohol products.
- Ensures compliance with all truck plaza operating policies and procedures.

QUALIFICATIONS

- Bachelor's Degree in Business or related field or six (6) years verifiable related employment experience or a combination of education and verifiable related job experience required.
- Six (6) years successful management experience in a high volume truck stop/travel plaza associated with convenience store/eatery required.
- Experience in high volume truck stop/convenience store POS system a plus.
- Must be highly motivated, goal oriented, and able to make independent decisions.
- Demonstrated ability to communicate effectively, both with co-workers and the general public.
- Must possess working knowledge of the accounting process, including financial statements, budgets, accounts receivables/payables, inventory, debits, and assets as required.
- Must have excellent computer skills with the ability to work with various software programs such as Microsoft Word, Excel, and PowerPoint.
- Willing to work irregular hours/days as business dictates.
- Must possess valid state driver's license.

C.I.E.D.A. HR Department

100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online at www.pcicie.com or www.ciejobs.com Email: HR@pcicie.com

PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA.