



**San Pasqual Economic Development Corporation
Position Vacancy**



Position Title: Travel Plaza Manager	Posting Date: TBD
Position Reports to: TDB	Employment Category: Exempt / Full-Time
Department: Travel Plaza	Closing Date: TBD

Position Summary

The San Pasqual Economic Development Corporation is recruiting for an experienced Travel Plaza Manager to manage all retail and customer service processes for the corporation. The Travel Plaza Manager will be responsible for working closely with executive management to develop strategic initiatives, to achieve established standards, sales and profit objectives. The Travel Plaza Manager will also be responsible for training and developing staff to develop a culture of exceptional customer service. Reporting directly to the Economic Development Director, the successful candidate for this position will play an instrument a critical role in the financial future of the corporation.

Essential Duties and Responsibilities

- Directs, manages and oversee Travel Plaza daily operations, including sales, accounting, maintenance, food merchandising, food service and fuel desk functions.
- Builds, coaches, manages and develops staff to ensure customer expectations are met and leads by example.
- Tracks inventory and performs P&L analysis.
- Analyze, interprets, and adjusts on data to achieve business objectives.
- Maintains effective vendor relationships.
- Ensure facilities are adequately staffed with appropriate employee resources to optimize business performance.
- Maintain physical facilities and equipment, develop and follow effective preventative maintenance program.
- Develop cleanliness standards for facility, and ensure staff adhere to standard through training and coaching.
- Collaborate with vendors and executive management to develop specials and promotions, utilizing and understanding merchandising and effective display techniques.
- Develop and implement effective inventory and loss control methods; promptly investigate and resolve variances within established guidelines.

- Oversee financial status by coordinating the collection, consolidation, and evaluation of daily reporting and reconciliations. Resolve cash, inventory, invoice variances immediately; ensure timely flow of reports and reconciliations.
- Evaluate, identify and recommend process improvements for the dynamic operations.
- Maintains company standards of safety, security and confidentiality.

Knowledge, Skills & Abilities

- Knowledge of general accounting principles, and relevant Tribal policies and procedures.
- Strong data analysis capabilities and ability to read and understand statistical and financial reporting.
- High degree of accuracy, attention to detail and confidentiality.
- Skill in managing financial processes, projects and procurement.
- Effective verbal, listening and written communication skills.
- Effective organizational, stress and time management skills.
- Excellent analytical, problem solving and decision-making skills.
- Skill in coordination of staff, processes, and tasks
- Ability to demonstrate a sense of urgency to meet deadlines.
- Ability to act and operate independently, or as a team member with minimal daily direction from manager to accomplish objectives.
- Ability to function well in a team-oriented environment.
- Ability to work independently to solve problems and operate in a multi-tasking environment.
- Ability to deliver friendly, courteous, and prompt customer service.

Education & Experience

- Bachelor's Degree in business-related field preferred.
- 3 to 5 years' experience in business management and leadership.
- 5 years' experience with high-volume, customer focused retail.
- 3 to 5 years' Gas Station/Convenience store/retail experience required.

Individuals who are interested for consideration for the above position should email their resume to Resume@bluestonestrategy.com with "EDC Travel Plaza Manager" in the Subject .

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.