



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position: Lenape Reserve Sales Associate

Department: Lenape Reserve

Employment Status: Regular

Class: Part-Time

Location: Bartlesville, OK

Immediate Supervisor: Lenape Reserve Director

Closing Date: 11/30/2022

GENERAL DESCRIPTION:

The Lenape Reserve Sales Associate for the Delaware Tribe of Indians serves as the face of The Lenape Reserve. Must be friendly, personable and willing to learn about Lenape Culture to answer customer questions.

QUALIFICATIONS:

- High School Diploma or GED
- Requires a high level of personal integrity and ethics

- Requires a high level of problem solving, accuracy, and organization skills
- Must be able to maintain confidentiality
- Requires willingness and ability to learn new skills.
- Requires good interpersonal, communication and teamwork skills.
- Requires a high level of confidentiality
- Requires excellent verbal and written communication skills

DUTIES AND RESPONSIBILITIES;

- Welcoming and engaging with customers as they enter the store
- Assessing customers' needs and suggesting solutions to their problems
- Working with cash registers, computer and processing transactions
- Setting and attaining sales goals
- Giving customers advice about sales and promotions
- Using upselling techniques to increase store sales
- Recommending the best products to customers
- Cleaning and restocking the store throughout the day, before opening and after closing
- Hours are (5-8pm M-F) and (9a-2p on Saturdays)

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.