

We're Hiring

STORE SUPERVISOR

Standing Pines

Second Posting: Opened to The Public.

Closing Date: April 27, 2026

Minimum Pay Rate: \$19.00

Status: Regular Full-Time

General Overview of Job

Under the general supervision of the Retail Manager, the purpose of this position is to oversee the day-to-day operations, ensuring excellent customer services, and leading the store team members. This position will be responsible for supervising staff, maintaining store standards, achieving sales targets, and ensuring compliance with company policies. The Store Supervisor will work closely with the Retail Manager to assure all goals and objectives are being met for the store.

Essential Functions

- Deliver and promote great customer service.
- Handle customer inquiries, and complaints professionally.
- Weekly work schedules.
- Schedule staff ensure adequate floor coverage.
- Assist with promotional strategies, marketing, and pricing to ensure it supports the financial objectives.
- Develop, promote, and maintain relationships with vendors, suppliers, and industry partners.
- Assist the Retail Manager with long-term and short-term goals of the store and employees.
- Monitor POS systems to ensure accurate transactions and resolve system issues.
- Prepare and verify daily tills consisting of cash, coin and checks
- Ensure store deposits are occurring consistently.
- Oversee gas pump operations (regular and diesel) and ensure safety standards are followed.
- Perform price updates and audits as needed.
- Coordinate with vendors for car wash supplies, and maintenance services.
- Verify vendor invoices, deliveries, and service quality.
- Monitor inventory and order merchandise as needed on scheduled order dates.
- Assist with promotional events and product launches.
- Supervise daily store operations to ensure efficient and smooth workflow
- Supervise, train, and motivate team members.
- Assist Management with hiring, retention, and recruitment of employees.
- Enforce company policies and procedures with team members.
- Ensure compliance with health, safety, and loss prevention policies.
- Be available on-call and may be required to work evenings, weekends and/or holidays.
- Perform related duties and assigned.

Minimum Qualifications

High school diploma, G.E.D or equivalent required. Must have four years in a retail, fuel station setting, or at least seven years of cash handling and reconciliation experience to be considered. Must also have at least two years of experience in a supervisory role is required.

Other Skills, Knowledge, Abilities

- Strong dependability and work ethic.
- Strong computer skills.
- Ability to stand for extended periods.
- Excellent written and verbal communication skills.
- Effective time-management and organization skills.
- Ability to be proactive, self-motivated and self-directed.
- Ability to remain calm and effective in a fast-paced environment.
- Ability to work and collaborate in a team environment.
- Ability to work outdoors in varying weather conditions.
- Ability to lift up to 50lbs



Full-Time Benefits:

- Paid Time Off (PTO)
- 401(k) Retirement Plan
- Health, Rx, Vision & Dental
- Flex Spending Account (FSA)
- Basic Life Insurance
- Short Term Disability
- Long Term Disability
- Career Growth Opportunities
- Excellent Work Atmosphere

Apply:

Applications can be submitted through the online application portal or by emailing HR@wolfriverdev.com to request a paper application.

www.wolfriverdevelopment.com

W2828 Go Around Road, Keshena WI
Administration Office - Third Floor

Behavior Expectations

Maintain positive, professional relationships; collaborate across departments with flexibility; take on responsibilities with teamwork; foster trust, fairness, and respect; and uphold strict confidentiality.



WOLF RIVER
DEVELOPMENT COMPANY

Mission: To assertively build an expanded array of opportunities for the Menominee Nation by staying competitive in tomorrow's world.

Vision: To develop opportunities through sustainable profits.