

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: GIFT SHOP CASHIER
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is responsible for retail sales functions and marketing, of the Miami Nation Gift Shop located at 28 N. Main, Miami, OK. Gift Shop Cashier will receive cross-training to assist the staff of the Myaamia Heritage Museum & Archive at the same location. This position is under the direct supervision of the Gift Shop Clerk and the indirect supervision of MHMA Manager.

MAJOR JOB FUNCTIONS:

- In-store and online retail sales of standard (public) stock, and special Miami Tribe of Oklahoma only, gift shop items
- Responds to customer inquiries via phone, email, and text
- Maintains, monitors, and physically takes inventory based on schedule
- Maintenance and updating of online sales site – includes product photography and written descriptions of products
- Maintenance and updating of social media platforms
- Prepares online sales items for shipping and delivers items to the nearest shipping point for shipping

OTHER JOB FUNCTIONS:

- Cross-training to assist the staff of the Myaamia Heritage Museum & Archive
- Responsible for daily cleaning of the Gift Shop area
- Communication with supervisor for any repairs, or cleaning issues that are beyond daily concern
- Other duties as assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School graduate
- Previous retail sales experience preferred
- Must possess ability to work effectively with minimal supervision
- Must possess high integrity regarding confidential and sensitive information
- Excellent communication skills, both written and oral
- May be required to work beyond normal working hours with flexible schedule
- Must possess the ability to multi-task and meet deadlines
- Ability to maintain professional image and atmosphere
- Skills such as organization, planning, and communication preferred
- Must possess a valid driver's license and be insurable
- Must successfully pass background investigation
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

PHYSICAL REQUIREMENTS:

- Physical effort is needed to lift and carry store merchandise
- Must have the ability to lift and carry a minimum of 25 pounds
- Verbal skills required for assisting customers in store and via phone calls

CONDITIONS OF EMPLOYMENT:

- Position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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