

Trotter Whoa & Go District Supervisor

This position will supervise all 10 Trotter Whoa & Go Convenience Stores located in: Burwell, Sargent, North Loup, Ord, Broken Bow, Merna, Scotia, Palmer & Loup City Nebraska. The District Manager is responsible for planning, organizing, and directing stores. Responsible for supporting people and administering personnel & store policies and procedures, maximizing customer service, employee productivity and achieving established financial objectives.

Trotter Inc has many benefits to offer:

- Vacation
- 401K and matching contributions
- Health, life, and vision insurance
- Short- and long-term disability insurance
- Colonial supplemental insurance
- Holiday pay
- Flex Plan
- Company car

Responsibilities:

- Create a culture that fosters Trotter Inc values.
- Consistently provide fair administration of policies and practices.
- Provide superior customer service through fun, friendly store while delivering quality products, responsible for customer relations and customer complaint resolution.
- Responsible for store growth through quality orders, products, and efficient processes.
- Conduct inventory audits and loss prevention, inventory rotation and control.
- Establish cash controls, policy and procedures compliance and review with the manager.
- Accountable for MSDS compliance within the district.
- Effective planning and execution of company objectives.
- Mentors and trains store managers
- Establish and maintain a good working relationship with store managers and personnel.
- Coordinates indoor/outdoor facility and equipment repair needs with appropriate maintenance personnel.
- Partners with vendors on new products, discontinued products, in-and-out distributions, additional seasonal demands, promotions, reduction of out-of-stocks and the processing of credits, rebates and returns.
- Conduct regularly scheduled store visits.
- Establish a routine program of maintenance, housekeeping and merchandising
- Reporting for work in a timely manner when scheduled.

Supervisory Responsibilities:

- Directly supervises 10 Trotter Whoa & Go convenience stores

Qualifications:**Education and/or Experience (include certs or licenses needed):**

- A minimum of 5 years of retail management experience.

Minimum Qualifications:

- Broad knowledge of Internet software; point-of-sale systems; category management systems; order processing systems; Excel, and Microsoft Word software.
- Must have the ability to read and understand P&L statements.
- Current valid driver's license and be insurable to drive.
- Strong verbal and written communication skills.
- Must be driven, confident, organized and an accomplished problem-solver.
- Able and willing to deliver friendly, courteous, and prompt customer service.
- Able and willing to work cooperatively with other team members.
- Currently live or be willing to relocate to Central Nebraska.

Physical Requirements: The physical demands described here are representative of those that must be met by the District Manager to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.

The employee must occasionally lift and/or move up to 50 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, kneel, crouch or crawl.