



BIG APPLE TRAVEL CENTERS

Joplin Travel Plaza LLC

11/23/2024

Notice of Job Vacancy

Job role: Operations Manger (Full-time)
Work Location: 2100 S. Prigmor Ave., Joplin, MO 64804

Duties & Responsibilities:

- Analyze daily reports of day close and shift close.
- Analyze daily sales of fuel and retail items in the store.
- Keep a record of cash flow each day and maintain records on the back-office software.
- Keep track of retail fuel prices in the market and make final decisions regularly.
- Keep track of fuel deliveries and merchandise item deliveries daily.
- Train employees regularly like Shift Managers, Kitchen Supervisors, Maintenance Supervisors, and Restaurant Managers related to the introduction of new in-store programs related to boosting the sale of retail items, and procedures to maintain the building to meet the regulatory terms as per City rules.
- Participate in meetings with Shift Managers regularly to get feedback while they are dealing with customers and appropriate changes are made when needed.
- Calculate retail prices based on the cost of the merchandise.
- Order merchandise from various vendors.
- Prepare the Fuel reports on a monthly, quarterly, and yearly basis to keep track of cost and profit.
- Analyze various possible ways to boost the Fuel sale like dealing with fuel discount companies and working on those contracts.
- Introduce innovative deals to boost sales like restaurant food deals, fuel discounts with loyalty programs, buy 2 deals, and many more.
- Planning and Budgeting of marketing including advertisement in the city, outside and inside the building.
- Advertising business on different social media spots.
- Maintain a record of documentation for the Fuel Tank insurance and organize testing when needed.
- Work closely with the CEO of the company to finalize any budget related to marketing, pricing of items, and quoting proposals to vendors related to fuel.
- Introducing, planning, and implementing new procedures of lowering costs and boosting sales.
- Prepare and compare reports of departments in store Indian food, tobacco, soda drinks, and deli on a monthly, and make necessary changes.
- Number of employees supervised directly and indirectly: Store Manager: 1, Indian Cuisine Manager: 1, Kitchen Supervisor: 2, Shift Manager: 4, Maintenance Team / Facility service: 3



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<u>Work Schedule:</u>	40 hours per week
<u>Hours:</u>	08:00 AM to 05:00 PM
<u>Requirements for the job:</u>	Bachelor's degree in business administration, Operations Management, Supply Chain & Operations Management, or a related field, or its foreign equivalent; and 2 years of experience in the Job Offered, or as General and Operations Manager, Operations and Management Consultant, Management Consultant, Logistics Coordinator, or similar.
<u>Salary:</u>	\$35,818.00 to \$40,000.00
<u>Benefits:</u>	Standard benefits of the company.

Any interested applicant may apply to the following location for consideration:

To Apply: Send your Resume to HR, Joplin Travel Plaza LLC's (d.b.a. Big Apple Travel Center) office at 2100 S. Prigmor Ave., Joplin, MO 64801. If you have any questions, call Balwinder Singh (201) 344-2206 or email at 123nextstop@gmail.com. In job application also indicate job title.

***Note.** This notice is being posted in connection with the filing of a Permanent Alien Labor Certification for the above-mentioned position with the Department of Labor. Any individual may provide documentary evidence bearing on the application to U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Avenue NW, Room N-5311, Washington, DC 20210.*

END OF NOTICE