



BIG APPLE TRAVEL CENTERS

Joplin Travel Plaza LLC

December 2, 2024

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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Job Requirements

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.

Work Site:

Joplin, MO

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

To Apply: Send your Resume to HR, Joplin Travel Plaza LLC's office at 2100 S. Prigmore 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.