



Posting Job: General Manager

Location: Angier, North Carolina

Reports to: Angier ABC

FLSA Status: Exempt

Position Type: Full-Time

Salary Hiring Range: Based on Experience and Qualifications Required

Closing Date for Applications: 31 December 2025

Application Posted on Angierabc.com

Send Applications to: gm@angierabc.com

or drop of at 305 N Raleigh St, Angier, NC 27501

Mission Statement

The Town of Angier's ABC's mission is to serve residents by controlling the sale of spirituous liquor and promoting a friendly, modern and efficient store. As a store employee, you will be offered a comprehensive benefit package including medical insurance, vacation, paid holidays, Annual Performance Bonus, longevity pay and membership in the North Carolina retirement system.

Position Summary

The General Manager is responsible for overseeing the day-to-day operations of the Angier ABC Store. This role encompasses administrative, supervisory, facilities management, and clerical work in directing sales and stock control, ensuring compliance with ABC regulations and delivering exceptional customer service to individuals and mixed beverage license holders. The ideal candidate should have thorough knowledge of NCABC Commission rules and regulations, ABC policy and procedures, labor and employment laws, store and office operations, and knowledge of theory, principles, methods and application of accounting. This role requires sound judgment, public service dedication, and strong leadership in a regulated retail setting.

Key Responsibilities

- Experienced working in an organization with a manager reporting to a governing board.
- Able to follow guidelines and ensure compliance with North Carolina ABC as outlined in NC ABC GS 18B-702 and 15A section .9000.
- Skilled at developing and managing budgets, revenue from sales, and fee structures.
- Skilled in computer operations including Quick Books, Microsoft Office and Excel.
- Capable of managing the disbursement of funds in accordance with North Carolina laws and rules.
- Oversee all store operations including sales, merchandising, customer service, inventory and cash handling.
- Able to prepare and submit regular operational and financial transactions,

- Supervise and participate in day-to-day activities such as receiving shipments, stocking merchandise and serving customers.
- Develop and implement marketing and promotional strategies to increase store visibility and customer engagement.
- Maintain accurate records of inventory, sales and financial transactions.
- Experienced in retail staff management, to include training, supervision and evaluation of store staff, conflict resolution, while assessing workload, working conditions, human resource issues, as well as developing cost-efficient methods for scheduling to ensure reasonable budgeting for labor costs.
- Skilled in Customer Relationship Management, promoting excellent customer service by developing and implementing marketing and promotional strategies to increase store visibility, and customer engagement while maximizing store sales.
- A principled supervisor who values accountability while holding realistic and fair expectations of self and others. Able to model and hold others accountable for excellent customer service.
- Highly effective in communication, including written, interpersonal and in group settings, with demonstrated skill as a listener who seeks input from relevant parties, realistically assesses plans, and consistently communicates.
- Able to handle any contentious situations that may arise in the workplace or in municipal politics with equanimity and without taking things personally.
- An inspiring and empowering manager who is equally dedicated to building a cohesive team as well as the development of employees through training and continuing professional development.
- Resourceful in finding or developing innovative solutions to meet workload demands.
- An individual with a vision for developing and implementing best practices in organizational structure, culture, marketing and operational management.

Desired Qualifications:

Minimum Requirements:

- High School Diploma or GED.
- At least 3 years' experience in a retail or customer-facing role.
- Valid North Carolina Driver's License.
- Must be at least 21 years of age.

Preferred Qualifications:

- Associate or bachelor's degree in business, Retail Management, or related field
- Experience in the ABC or alcohol beverage retail industry.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the ABC Board will be based on merit, qualifications, and abilities. The Board does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.