



Spokane Tribal Enterprises

HUMAN RESOURCES DEPARTMENT
P.O. BOX 98 Wellpinit, WA 99040
(509) 458-6578 / FAX (509) 458-6598

JOB ANNOUNCEMENT

Vacancy # OCEO-16-019
Title: Receiving Clerk
Supervisor: Trading Post Manager
Location: Wellpinit, WA
Status: Full-Time
Rate of Pay: \$11.00/hour
Opening Date: November 7, 2016
Closing Date: November 22, 2016

Summary

The Wellpinit Trading Post Receiving Clerk will be primarily responsible for maintaining and updating the database of items sold in the store. The successful candidate will also be required to open/close the store, provide excellent customer service, be a team player, able to work nights, weekends, holidays, and will fill in where needed at any time during their shift.

Duties and Responsibilities

- Maintain the database of items to include inputting the correct information of the item's cost, retail price, margins, categorization, and item number.
- Receive goods from vendors as they are delivered to the store checking for accuracy of the order before the items are allowed to be stocked.
- Reviewing each invoice and updating the Store Win with DSD items and RIMS with URM items.
- Opening and closing the store which includes preparing daily reports, counting the tills and safe, preparing deposits, and following opening/closing daily checklists.
- Preparing money orders, receiving and sending money via Western Union, and assisting customers with bill paying through Western Union.
- Preparing weekly and daily maintenance reports for URM.

- Printing and hanging sale tags each week.
- Filling in when needed during the shift such as cashiering, stocking, and cleaning.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Candidate must be 21 years of age or older.
- Must have a minimum of two years of cash handling experience to include daily reconciliations and deposits.
- Must be proficient with Window's based programs such as Excel and Word as well as the ability to work with a DOS based program.
- Must have at least 2 years of successful customer service with previous employment.
- Candidate must have and maintain a valid driver's license and meet Tribal Insurance requirements.

OTHER REQUIREMENTS

- Candidate must be able to successfully pass a background check and pre-employment drug screening.
- Candidate must possess a strong working knowledge of Excel spreadsheets and Word documents.
- Candidate must be a team player and must possess excellent interpersonal skills.
- Candidate must be able to work well with customers, managers and fellow employees.
- Candidate must be dependable and must display integrity and a strong work ethic.
- Candidate must be self-motivated and able to work without constant supervision.
- Candidate must possess great communication skills, both verbal and written, along with the ability to deal effectively with people in multifaceted work environment.
- Candidate must be extremely detail oriented.
- Candidate must be able to follow all safety guidelines and be familiar with and follow all Tribal, Federal, and applicable Washington State laws.
- Candidate must be able to work flexible shifts (all days of the week) and hours, holidays, and special events.

Applications Are Available at the Spokane Tribal Enterprises Human Resources Department and can also be downloaded at www.spokanetribe.com

**Contact: Denise Abrahamson, Human Resources Director
P.O. Box 98
Wellpinit, WA 99040
Phone: 509.458.6578
Fax: 509.458.6598**

E-mail: Denise@spokoenterprises.com

Spokane Tribal Enterprises Reserves the Right to Hire According to Its Indian Preference Policy

All Applicants are Subject to a Pre-Employment Drug Screening and Background Investigation

All Positions with the Spokane Tribal Enterprises are Subject to a 90-Day Orientation Period