



Vacancy Announcement

Title: Receiving Clerk

Reports To: Purchasing Manager

Location: Yreka, CA

Salary: \$14.00 per hour

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: Perform duties related to the receipt and distribution of incoming and outgoing casino materials and equipment under the supervision of the Purchasing Manager.

Application Deadline: December 11, 2017 by 5:00 pm

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: dbernal@rainrockcasino.com



Position Description

Title: Receiving Clerk
Reports to: Purchasing Manager
Location: Yreka, CA
Salary: \$14.00 per hour
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary:

Perform duties related to the receipt and distribution of incoming and outgoing casino materials and equipment under the supervision of the Purchasing Manager.

Responsibilities:

1. Verify and keep records on incoming and outgoing casino shipments and prepares items for shipment.
2. Determine method of shipment, utilizing knowledge of shipping procedures, routes and rates.
3. Unpack and examine incoming shipments, reject damaged items, record shortages and correspond with shipper to rectify damages and shortages.
4. Compare identifying information and counts, weigh or measure items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders or packing slips.
5. Affix shipping labels on packed cartoons.
6. Route and deliver items to departments. Examine outgoing shipments to ensure shipments meet specifications.
7. Maintain inventory of warehouse product.
8. Maintain and organize warehouse.
9. Maintain inventory of shipping materials and supplies and delivers office supplies and mail to departments.
10. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
11. Communicate effectively both orally and in writing.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

WORKING CONDITIONS & ENVIRONMENT

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.
4. Must be able to lift and/or move up to 60 pounds.

Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Ability to accurately complete arithmetic computations in order to sufficiently perform duties of the job.
4. Ability to communicate effectively verbally and in writing in order to sufficiently perform duties of the job.
5. Previous experience MAS 90 purchasing system software preferred.
6. Computer literate with experience in MS Office Suite, Micros, and computerized accounting/purchase order systems.
7. Good public relations skills; professional appearance and demeanor.
8. Must possess reasonable ability to communicate in English.
9. Highly self-motivated and directed.
10. Good verbal and written communications skills.
11. Keen attention to detail.
12. Proven analytical, evaluative, and problem-solving abilities.
13. Ability to effectively prioritize and execute tasks in a high-pressure environment.
14. Extensive experience working in a team-oriented, collaborative environment.
15. Must possess and maintain a valid state driver's license and be insurable by the RRC's insurance carrier.
16. Willing to travel and participate in training as recommended or required.
17. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
18. Must have employment eligibility in the U.S.
19. Must adhere to confidentiality policy.
20. Must successfully pass a drug screening test and criminal background check.
21. Indian preference will be observed in the hiring process.

Veteran's Preference: It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

Team Member Name	Signature	Date
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Team Leader Name	Signature	Date
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Council Approved: *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader