

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-043 **Issue Date:** 04-10-19 **Closing Date:** 04-23-19

Shipping & Receiving Clerk
Property & Acquisitions
Department of Finance
Hourly Wage: \$13.21/Regular/Full-Time

The Shipping & Receiving Clerk has the major responsibility of taking delivery of goods that have been properly authorized for purchase or receipt by Yakama Nation. It is also his or her responsibility to see that such goods are not obviously damaged and that all the physical counts and descriptions of the goods match the written documentation on packing slips, purchase orders and other shipping papers. Reports of items received and discrepancies must be submitted on a timely and regular basis. Responsible for all incoming freight, performing clerical duties that include data entry, and be capable of learning all phases of shipping & receiving functions in regards to storage, shipping & receiving, and deliveries. Verifies as well as keeps records of incoming and outgoing shipments, prepares items for shipment, compares identifying information plus counts, weighs, or measures items of incoming outgoing shipments to verify information against invoices, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes and rates. Performs clerical and physical tasks in connection with shipping goods and receiving incoming shipments. Work cooperatively and coordinate activities with other workers engaged in handling goods to be shipped or being received.

Knowledge, Skills and Abilities:

- Knowledge of postal or commercial shipping methods and procedures.
- Ability to multi-task and pay attention to detail.
- Ability to maintain quality, safety, and/or infection control standards.
- Ability to understand and apply available guidelines to varied operational requirements and to follow clearly stated oral and written instructions.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Required to lift up to 50 lbs.
- Regularly required to sit, stand, bend, reach and move about the property.
- Use of a tribal vehicle(s) for pick-up and delivery of packages to/from tribal programs.
- Have strong customer service skills and the ability to meet and deal with the public in a professional, pleasant and courteous manner, and at times in stressful situations.
- Demonstrate initiative and maintain a positive attitude.
- Excellent time and attendance.
- Professional telephone etiquette skills.

Minimum Requirements:

- High School diploma or G.E.D. required.
- Six months of general office work experience.
- Any experience or education which would demonstrate the ability to perform the work.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Must possess a forklift certification or be able to obtain one within 6 months of hire.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.