

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-197 **Issue Date:** 09-06-18 **Closing Date:** _____ **Open Until**
Filled

Shipping & Receiving Clerk
Property & Acquisition
Department of Finance
Hourly Wage: \$11.41/Regular/Full-Time

Responsible for all incoming freight, performing clerical duties that include data entry and be capable of learning all phases of shipping and receiving functions in regards to storage, shipping & receiving and deliveries. Verifies and 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. Determine method of shipment, utilizing knowledge of shipping procedures, routes and rates. Perform clerical and physical tasks in connection with shipping goods and handling goods to be shipped or being received.

Knowledge, Skills and Abilities:

- Knowledge of customer service skill and the ability to meet and deal with the public in a professional, pleasant and courteous manner, and at times in stressful situations.
- Knowledge of and ability to demonstrate professional telephone etiquette skills.
- Ability to lift up to 50 lbs.
- Ability to use a tribal vehicle(s) for pick-up and delivery of packages to/from tribal programs.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Ability to understand and apply available guidelines to varied operational requirements and follow clearly stated oral and written instructions.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to demonstrate excellent time and attendance.
- Ability to fulfill all physical requirements of the position.

General Recruiting Indicators:

- Minimum of a high school diploma or GED and six months of general office work experience. OR
- Any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers permit.
- Must possess a forklift certification or be able to obtain one within 6 months of hire.
- Required to lift up to 50 lbs.
- Regularly required to sit, stand, bend, reach and move about the property.