



Menominee Casino Resort

1st Posting

Position Senior Inventory Control Clerk

Job Status Part-Time

Minimum Age 21

Wage Negotiable Based on Education and Experience

Date Posted Tuesday, March 20, 2018 8:00:00 AM

Date Closed Monday, March 26, 2018 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for ensuring smooth and efficient operations in the Purchasing Department with limited Purchasing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Shall oversee all Inventory Control duties of tagged asset/item(s) and assist in the bi-annual inventory of all equipment tagged.
- Shall assist in tagging all new equipment purchased for the Menominee Casino Resort and Thunderbird Complex along with the completion of the Non Expendable Personal Property Form, copy the invoices for the purchases, and enter information into our database of any Certificate of Disposition and Non Expendable personal property forms on tagged property.
- Shall forward Non Expendable personal property forms and Certificate of Disposition to Purchasing Manager for signature.
- Shall assist with distribution of the listing of all property inventoried to each department on a quarterly basis.
- Shall assist and be responsible for office functions in Managers absence and shall forward any problems to Manager upon return.
- Shall maintain accurate property and inventory records of all equipment on and off property and distribute listing of all property inventoried to each department on a bi-annual basis.
- Shall tag all new equipment purchased and complete the Certificate of Disposition on tagged property.
- Shall complete the Non Expendable Personal Property Form. Copy invoices for these purchases and enter information into the access program.
- Shall follow thru with any disposition of tagged and non-tagged assets for disposal or sale of another business.
 - o Check with department managers/Directors to see if item(s) is no longer needed in a department may be needed in another, if not;
 - o Check with businesses on the reservation if another entity would be able to utilize item(s), if so they transfer out property along with proper paperwork for filing and record keeping.
 - o If not needed at MCR/TC then he/she would need to check with companies in the surrounding area that may be interested in purchasing item(s).
 - o If items are up for sale, follow thru with proper disposition paperwork, sale and removal from site
 - o If no sale is agreed or made, next to set up drawing for all MCR/TC employees to enter drawing if interested (Notification will be set up for 1-2 week notice so 2nd, 3rd, and weekend crews are able to enter into drawing(s))
 - o Next step to toss or set up pick up for disposal by Company of choice
 - o Shall keep in inventory records of all assets in data base on and change
- Shall perform any other duties as assigned by immediate supervisor.

QUALIFICATION 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

AGE REQUIREMENTS:



MENOMINEE
CASINO RESORT

Must be twenty one (21) years of age or older

Menominee Casino Resort

EDUCATION and/or EXPERIENCE

High School diploma or GED required.

SPECIAL QUALIFICATIONS

Must possess effective communication, highly organizational and analytical skills. Must be extremely numbers-oriented and computer-literate with Excel, Word, and Access. Not a must but a plus to have a valid driver's license. Some college accounting courses preferred. At least 2 years Office experience a must. Applicant will be tested with an excel test.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird Complex if they have been convicted, or have any unresolved charge of:

- Shall not have any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- Shall not have a felony conviction of any kind in the immediately preceding two years.
- Shall not have a crime of any kind related to gambling in the immediately preceding two years.
- Shall not have a crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- Hiring in Gaming Position is contingent upon criminal background check.
- "In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

LANGUAGE SKILLS

Ability to read, analyze, and interpret basic instructions, furnished in written, oral, or diagram form.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units or measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply commonsense reasoning to a variety of situations and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The employee is regularly required to lift and/or move up to one hundred pounds or more.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.