



Ho-Chunk Nation

Job Description



TITLE: INVENTORY CONTROL CLERK		JOB CODE: INCC
BUSINESS		EEO: 8
NON-EXEMPT	FLEX	PAY GRADE: 8
FUNDING SOURCE: NPD		HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsibility for the execution of all inventory operations in designated area, which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Perform daily maintenance of perpetual goods, inventory and inventory records involving large volumes of goods.
2. Track inventory on a daily basis.
3. Reconciling packing slips to a purchase order received daily.
4. Document exceptions immediately and arrange for credit and replacement daily.
5. Accurately prepare, verify, and transfer assets to venues throughout the facility daily.
6. Clean, organize, keep safe responsible area daily.
7. Perform other duties assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	NONE
Supervisory Accountability	NONE
Organizational Accountability	NONE
Financial Accountability	NONE
Customer Accountability	Interfaces with outside customers Interfaces with inside customers
Freedom to Act	Operates with significant independence Subject to general input from supervisor Subject to regular review from supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have High School Diploma or GED.



ESSENTIAL:

1. Must be bondable and able to obtain necessary internal and external permits in order to perform job duties. For example: State sanitation permits, HCN pallet jack safety certification, etc.
2. Valid driver's license, dependable transportation, and proper insurance are preferred.

EXPERIENCE:

1. Prior experience of one (1) to two (2) years in inventory procedures is required.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Ability to adhere to the chain of command.
2. Proficiency of computer and clerical skills.
3. Possess strong organizational skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Warehouse setting.
2. Frequently lift products weighing 1-75 lbs. and occasionally more according to established safety procedures.
3. Must be willing to work under all kinds of weather conditions from hot and humid, to sub-zero weather.
4. Smoking environment.
5. Noisy gaming floor.
6. All levels of heights.

KEY POSITION