



MUCKLESHOOT INDIAN BINGO



JOB POSTING

Muckleshoot Indian Bingo is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.

Per MIB Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: Inventory Clerk

GAMING LICENSE REQUIRED: Class IIA

GRADE: H07; \$16.42

STATUS: Hourly, Non-Exempt

SYSTEM TITLE: Inventory Clerk

POSITION REPORTS TO: Inventory Supervisor

JOB SUMMARY: Ensure bingo packages are accurately assembled for distribution to Admissions. This job has no management authority.

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required / preferred):

- High school diploma or GED equivalent recommended.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Demonstrate excellent guest service skills.
- Demonstrate ability to handle multiple tasks simultaneously with speed, efficiency and attention to detail.
- Exhibit ability to work independently and perform clerical assignments with occasional instruction or assistance.
- Demonstrate ability to follow oral and written instructions.
- Demonstrate ability to file and maintain office records, both in electronic and paper form.
- Demonstrate ability to communicate effectively both verbally and in writing.
- Exhibit basic arithmetic skills.
- Utilize portable radio or cell phone to stay in contact for the Department, as needed.
- Must be able to stand/walk for extended period of time, or throughout shift.
- Demonstrate ability to work with confidential information and correspondence.

ADDITIONAL REQUIREMENTS:

- Ability to lift at least 50 lbs., occasionally higher with assistance. May regularly need to lift/ move, push or pull up material or boxes necessary to the job functions, with or without assistance. Position requires considerable and consistent walking, running, jogging, and standing on feet to complete assigned shifts and for extended periods of time in extreme weather conditions and temperatures.
- Exposure to second hand smoke, moderate to high noise level, bright lights, fluctuating temperatures or weather conditions.

***This Posting is not inclusive all expected qualifications and expectations of this position. The Job Description is available for your review in the Muckleshoot Bingo Human Resources office.**

OPEN DATE: 9/21/21

CLOSED DATE: 9/27/21 @4pm