

SIRCO

SUSANVILLE INDIAN RANCHERIA CORPORATION



POSITION ANNOUNCEMENT

Position: Warehouse Associate
Company: Diamond Mountain Distributing, LLC
Location: Herlong, CA
Date of announcement: June 24, 2016
Closing Date: Open until filled
Hours: Full Time
Salary: \$13.00-\$15.00/hr- DOE

POSITION SUMMARY

The warehouse associate is responsible for all aspects of warehouse functions including the receiving, storing, handling, shipping and preparing of product for filling customer orders while maintaining the warehouse in a safe and orderly fashion.

RESPONSIBILITIES

- Perform routine daily tasks such as printing, picking, scanning and staging orders to meet the needs of each client
- Meet productivity goals by effectively staging orders and provide, as needed, special client services
- Proactively manage inventory accuracy with consistent, regular cycle counts and necessary inventory adjustments
- Proficiently count, receive and put product away
- Manage orders and inventory transactions through the utilization of software programs
- Collaborate with co-workers to improve efficiency and drive continuous improvement
- Maintain a high level of safety and housekeeping awareness in the general warehouse environment and while using equipment
- Ensure warehouse/equipment is maintained on a regular basis.
- Safely operate all the necessary equipment in work area.
- Maintain a high level of safety and housekeeping awareness in the workplace
- Other duties as assigned and requested

Minimum Qualifications

- High School Diploma
- Basic math skills
- Customer service focused
- Experience with inventory controls- process and equipment (bar-coding/handheld devices)
- Must be able to lift 50lbs on a consistent basis
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Knowledge of Native American Communities, their organizational structure, and basic understanding of Tribal laws and regulations
- Ability to resolve conflicts and maintain positive work environment
- Fork lift certification preferred
- Must possess a valid drivers license

Preference will be given to Native Americans (42 CFR 36.221)