



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Data Entry Clerk

JOB NUMBER: 2018-029

DEPARTMENT: Finance/Supply Chain

JOB DESCRIPTION: The Data Entry Specialist is a role within Supply Chain whose focus will be on data entry and periodic stock replenishment for the convenience stores. This position will be responsible primarily for ensuring items are set up accurately within the Point Of Sale (POS) operating system.

JOB OPEN: 12/07/2018

JOB CLOSE: Open Until Filled

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5016.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non Exempt

EMPLOYEE REPORTS TO: Supply Chain Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma or equivalent required

ESSENTIAL DUTIES:

- Assist in completing all of the following tasks related to Supply Chain:
 - Various data entry activities within the (POS) operating system
 - Requisition entry
 - Invoice/PO entry as required
 - Audit invoices against packing lists for accuracy
 - Ensure items set up correctly in POS operating system
 - Confirm and/or determine replenishment requirements
 - Enter stocking orders with suppliers

- Support Inventory management staff with inventory related activities and other clerical support functions
- Support Category Coordinator with vendor promotion activities and other clerical support functions
- Maximize inventory turns while ensuring no stock out situations
- Participate in physical inventory with a high degree of accuracy
- Stock shelves as needed

EXPERIENCE:

- Data entry experience REQUIRED in a professional or academic environment

OTHER REQUIREMENTS:

- Valid driver's license, reliable transportation, and current proof of insurance
- 21 years or older
- Must be able to work evenings and weekends

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Willing to learn
- Highly accurate with excellent attention to detail
- Data entry (10-key and typing)
- Basic Excel skills (Excel test will be required)
- Basic Word typing skills (Word test will be required)
- Highly accurate with excellent attention to detail
- Strong communication skills
- Stamina to stand (or sit) for prolonged periods of time
- Tolerance to be exposed to a computer screen for prolonged periods of time
- Finger and manual dexterity for the operation of computers and routine paperwork
- Mobility to bend and lift stock items at ground level
- Strength to lift and carry up to fifty (50) pounds at various times during shift

ENVIRONMENT:

- Tolerance to be exposed to dust, pollen, specific chemicals, cleansers and foul smells. Will be in environment where there are bottled/canned alcoholic beverages, and packaged tobacco products.

BASE WAGE: USD \$14.44

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.