

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: Inventory Control Coordinator

DEPARTMENT: Finance/Supply Chain

JOB DESCRIPTION: This position is responsible for coordinating, assisting with, and reporting of all in-store inventories of our two current convenience store/gas station locations, any future locations and a cannabis store. This position will assist with planogram set up, end of month closing, maintaining POS security and reporting on key metrics.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. 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:

- Preferred
 - Two or Four year degree in computer science, business management, economics, or related field
 - CPIM (Certification in Production & Inventory Management)
 - Proficient with SQL
 - Familiar with POS system for SMS and POSaBIT
- Minimum
 - High School Diploma or equivalent

SKILLS:

- Knowledge of and experience with POS and database systems
 - Strong interpersonal skills including the ability to build and maintain effective relationships with all levels of the organization
 - Excellent time management skills and ability to work independently and effectively with minimal supervision
 - Effective written and oral communication skills
 - Proficient with Excel, Word, and Outlook
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- Strong analytical, math, and problem resolution skills
- Ability to problem solve, effectively multi-task, and manage competing priorities to meet deadlines
- Ability to understand and develop business processes and reports
- Uncompromising integrity and the ability to maintain strict confidentiality
- Ability to work non-standard hours to accommodate business needs, including nights, weekends, and holidays

EXPERIENCE:

- Minimum two years' experience working with computerized inventory system data entry, maintenance, analysis, and/or reporting

OTHER REQUIREMENTS:

- Valid driver's license, reliable transportation, and current proof of insurance
- 21 years or older

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to lift and move 40lbs. Use a stepstool. Bend. Reach.
- Will be exposed to cold and/or dusty environments

SPECIFIC JOB PERFORMED:

- Coordinate equipment and staff for monthly inventory and reconcile inventory on-hand counts
- Maintain and update POS software
- Troubleshoot store hardware and software, including office computers, printers, POS terminals, POS printers, and other peripheral hardware and software
- Create ad hoc and/or customized reports
- Assist with POS promotion maintenance, reporting, and execution
- Report on key metrics for store performance including shrinkage evaluation, waste management and minimization, budget comparisons, and detailed inventory results analysis.
- Reporting and execution on inventory levels, turns, sales, etc.
- Support product receiving, entering invoices periodically, and updating costs and retail
- Communicate with vendors
- Act as POS/Back Office data support
- Other duties as deemed necessary

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.