

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Inventory Specialist

**DEPARTMENT:** Finance/Supply Chain

**JOB DESCRIPTION:** This position is responsible and accountable for inventory activities and metrics for multiple store locations. Activities include checking in merchandise, entering invoices, performing physical inventory, entering new items, interaction with suppliers on store promotional activities and reconciling inventory variances. Communication with store employees and providing interface between the store and the Supply Chain team is an important aspect of this position.

**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.*

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**EMPLOYEE CLASSIFICATION:** Specialist

**EMPLOYEE REPORTS TO:** Supply Chain Manager

**EMPLOYEE SUPERVISES:** NA

**EDUCATION:**

- High School

**SKILLS:**

- Data entry (10-key and typing)
- Organizational skills
- Communication skills
- Detail oriented and accurate

**EXPERIENCE:**

- Minimum 3 months experience in Inventory role required
- Minimum 1-1/2 years cashier experience
- Experience using intermediate level Excel
- Experience with SMS preferred
- Extensive data entry experience required

**OTHER REQUIREMENTS:**

- Ability to pass Tribal Cannabis Agency background check required
- Passing Excel test required
- Ability to perform inventory three times per month

- Valid driver's license, reliable transportation, and current proof of insurance
- 21 years or older
- Data entry (10-key and typing)
- Organizational skills
- Communication skills
- Detail oriented and accurate

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to lift 40lbs
- Will be exposed to cold environments
- Will be exposed to dust

#### SPECIFIC JOB PERFORMED:

- Assist in completing all of the following tasks related to inventory:
  - Receive and account for incoming inventory merchandise
  - Enter invoices into POS system
  - Perform partial month-end physical inventory at three retail locations
  - Perform full wall-to-wall physical inventory quarterly at three locations.
  - Supports order placement as backup
  - Maintain inventory files
  - Maintain inventory Item Master data
  - Add, edit and delete inventory
  - Ensure all costs and prices are up to date and accurate
  - Support and maintain shelf/locations within back office system
  - Perform spot checks / cycle count of inventory
  - Assist in determining reasons for inventory variances
  - Problem solves system issues that relate to Item Master info
  - Supports vendor promotion initiatives as directed by Category Coordinator
  - Supports product merchandising initiatives as directed by Category Coordinator
  - Facilitates Communication with store staff and Purchasing relating to stock outs or overstocks or any other Supply Chain issues
  - Ensures shelf tags are up to date and accurate
  - Performs other job related duties as needed

#### 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.