

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: Seafood Buyer

DEPARTMENT: Sound Pacific Seafoods (Blaine, WA)

JOB DESCRIPTION: The Seafood Buyer is responsible for buying seafood and operating the facility.

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 360-716-5047.

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

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: General Manager

EMPLOYEE SUPERVISES: Dock Worker

EDUCATION:

- High School Diploma
- College preferred

SKILLS:

- Knowledge of the Washington State regulations for seafood.
- Knowledge to maintain the crab to insure they stay alive.
- Must have knowledge of appropriate precautions and procedures.
- Must be able to handle a freight.
- Skills in operation of a personal computer and standard office programs and equipment.
- Must have basic math skills.
- Must be able to multi-task and work independently.
- Must be able to keep a calm demeanor in stressful situations.
- Must be able to obtain a buyers license through the WDFW.
- Must be able to track numbers on multiple fish tickets at any given time.

EXPERIENCE:

- Must have three (3) years' experience writing fish tickets.

- Must have two (2) years' experience operating forklifts.
- Must have two (2) years' experience operating cranes.
- Must have experience handling crab.
- Must be able to identify (sort) soft, short, weak, female crab.
- Must have one (1) year experience banding crab.
- Must have Microsoft Office experience.

OTHER REQUIREMENTS:

- Must be able to communicate effectively both orally and in writing.
- Must be able to establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral written directions.
- Must be able to drive a box truck.
- Must have a valid Washington State driver's license.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Must be able to lift 50 lbs. repetitive.
- Manual and finger dexterity to perform routine paperwork and to operate a variety equipment.
- Stamina to sit, stand, and/or walk for prolonged periods of time.
- Must be able to perform tasks that require bending, kneeling and/or stooping.
- Must be willing to travel to buying locations. (Pacific Northwest)
- Must be willing to commute to Blaine, WA.
- Must be willing to work weekends and long hours. (Flexible Schedule)
- Must be able to work in a fast paced and at times stressful environment.
- Must be able to work in adverse weather conditions.

SPECIFIC JOB PERFORMED:

- Assists in overseeing all buying operations.
- Distributes bait prior to and during all openings.
- Tracks all bait sales during openings.
- Provides pricing advice to General Manager.
- Writes fish tickets and payment checks to fishermen.
- Tracks all pounds purchased to governing entities/General Manager and Operations Manager.
- Maintains relationships with fishermen.
- Assists in providing supervision and instruction to laborers during day to day operations.
- Assists in shipping of all incoming and outgoing freight.
- Assists in maintain functional operation of facility.
- Assists with loading/unloading crab pots if required.

- Tracks hours of laborers and individual contractors during remote buying operations.
- Responsible for general cleanliness of facility and delegates accordingly.
- Must be able to perform all duties of the dock worker position.
- Assists in maintaining bait inventory.

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.