

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Receiving Clerk (Half-time 20-29 hours)
POSITION NUMBER: 02053
DEPARTMENT: Administration
LOCATION: 525 Airport Road, Oneida, WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Executive Assistant
SALARY: NE03 \$11.58/Hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: December 24, 2019
CLOSING DATE: Until Filled
Transfer Deadline: January 2, 2020
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Initiates action to replenish stock. Reconciles discrepancies in inventories and notifies supervisor of irregularities. Maintains the goods that are delivered to the Health Center and manages the storage rooms. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Maintain records of current inventory levels as required; tracks orders and investigates problems.
2. Manages the storage rooms by keeping them organized and maintaining an inventory.
3. Record purchases, maintain database, perform physical count of inventory, and reconcile actual stock counts.
4. Receive, unpack, tag, and deliver goods; re-stock items as necessary. Order supplies when low. Deliver supplies to departments.
5. Process invoices as needed.
6. Prepare and process inventory transfers.
7. Process and document returns as required following established procedures.
8. Perform routine administrative duties, including but not limited to:
 - a. data entry, answering telephones, and assisting customers.
 - b. Maintain and operate office machines, equipment, and computers.
 - c. Photocopy, collate, distribute, and file documents.
 - d. Prepare, edit, and review correspondence, reports, minutes, agendas, memos, forms, directories as requested to ensuring correct grammar, punctuation and spelling.
9. Manages the Oneida Community Health Center door card access.
10. Back-up to switchboard staff by answering incoming telephone calls and forwards to appropriate personnel or department, ensuring professional telephone etiquette. Screen correspondence; exercises judgement and responds accordingly; receives, sorts, logs and routes mail.
11. Contribute to a team effort and accomplishes related results as required.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION

Receiving Clerk

Page 2

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand; reach with hands and arms; talk and hear, walk in tight aisles; move over seventy (70) pounds.
2. Occasionally sit; stoop, kneel, crouch, crawl; lift and/or move up to seventy (70) pounds.
3. Work environment is generally performed in a medical office and warehouse setting with moderate noise level.
4. Evening and/or weekend work extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of supplies, equipment, and/or services ordering and inventory control.
3. Knowledge of records management.
4. Skill in operating business computers and office machines, including in a Windows environment, specifically, Word, Excel, and presentation software. Willingness to learn new software.
5. Ability to prepare routine administrative paperwork.
6. Ability to reconcile stock counts to report data.
7. Ability to receive, stock, and/or deliver goods.
8. Ability to analyze and solve problems.
9. Ability to communicate effectively both verbally and in writing.
10. Ability to handle multiple tasks and meet deadlines.
11. Willingness to obtain and maintain Fork Lift Certification.
12. Ability to operate manual Fork Lift.
13. Ability to work independently with minimal supervision.
14. Ability to demonstrate excellence in everything, and continually seek improvement in results.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
17. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
18. Must be willing and able to obtain additional education and training.
19. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
20. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
21. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Ability to operate a rider Fork lift.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

2. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
3. High School plus one (1) year purchasing, data entry or inventory experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.