

**Island Enterprises, Incorporated**  
**Job Description**

**Position:** Warehouse Specialist  
**Date:** October 03, 2018  
**Hourly Range:** \$17.00 - \$24.00  
**Reports to:** Warehouse Manager  
**Position Opens:** October 08, 2018  
**Position Closes:** October 19, 2018

**SUMMARY:** Assist distribution warehouse manager with duties such as processing orders, purchasing and shipping.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This position includes the following, and other duties may be assigned:

Process daily customer orders, pick sheets and posting, occasionally delivering product and stamping product with proper tax stamp.

Verify inventory counts, audit inventory and compare counts provided with records

Receive product from Skookum Creek Tobacco

Prioritize and fill orders for customers

Stage stamped product for delivery drives by priority

Complete daily inventory checks

Create shipping documents and prepare product for shipment. Coordinate pickup with couriers

Work closely with warehouse personnel in processing product for distribution

Responsible for separating all orders and placing the appropriate stamps on each order using stamping machine

Perform manual labor and routine clerical work in receiving, ordering, storing, re-warehousing, issuing/shipping, delivering or picking supplies, in warehouse and stores

Unloads, opens and checks incoming and outgoing stock, places stock in proper storage places

Transports product to and from stores using locations in light truck, van or car

Performs or assists with receiving inspections of supply and materials

Assembles packages and delivers or arranges for delivery of goods, materials and equipment, performs minor routine repairs on stamping machine or its equivalent

Performs duties involved in maintenance, arrangement and cleanliness of the facilities and its equipment

Performs all other related and compatible duties such as assigned

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily upon basic training. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. .

**EDUCATION and/or EXPERIENCE:** High school graduation or GED and two years experience. Must be willing to work with numbers on a full time basis and attention to detail. Requires ability to think critically and analyze daily transactions of business. Distribution experience desirable.

**LANGUAGE SKILLS:** Ability to read and interpret documents, and procedures manuals. Ability to respond to common inquiries or complains from customers, vendors and employees of the organization.

**MATHEMATICAL SKILLS:** Must be capable of using a calculator.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have valid Washington State Driver's License.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONFIDENTIALITY:** This position requires strict confidentiality.

**BACKGROUND CHECK:** Required

**OTHER SKILLS AND ABILITIES:** Capable with computers and calculators.

**DRUG FREE WORKPLACE:** The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

**CONTACT:** IEInc. Human Resources, (360) 426-3442