

Skookum Creek Tobacco Incorporated
Job Description

Position: Warehouse Assistant
Date: August 22, 2017
Hourly Range: \$17.00 - \$24.00
Reports to: Warehouse Manager
Position Opens: August 28, 2017
Position Closes: September 08, 2017

SUMMARY: This position will perform Skookum Creek Tobacco warehouse duties and coordinate all shipping and receiving, working closely with the production supervisor and distribution; will also be responsible for tracking all of Skookum Creek Tobaccos inventory needs of both raw materials as well as all finished goods.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and other duties as assigned:

Responsible for the overall inventory control, shipping and receiving, and assisting other departments as necessary.

Distribution of raw materials to the work in progress areas of the factory, based on production needs. Maintain proper storage techniques to account for raw materials in use, and account for correct usage of said material while maintaining proper storage techniques. Assist in other areas of manufacturing as needed.

Maintain daily Bond logs for finished goods as they transfer from work in progress through finished goods status to said Bonding requirements.

Must accomplish daily, weekly, and monthly physical inventories and maintain daily, weekly and monthly record keeping for all raw materials and finished goods in the warehouse.

Must coordinate the accurate completion of purchase orders, sales orders, picking sheets, and the pull and delivery of products to Skookum Creek Distribution and various other vendors.

Must act as a receiving clerk, including inventorying, loading, unloading, and properly re-stocking all materials.

Must learn to purchase raw materials as needed. Understanding vendor lead times for purchasing, purchase order requirements, onsite material usage are all critical to satisfactory performance of this position.

Must coordinate freight carries based on customer needs and manage records of all freight carriers for shipment integrity, on time deliveries while maintaining cost effectiveness.

Must, in a timely manner, complete installation of *perpetual inventory* to accurately track raw material and finished product inventory in warehouse.

Must assist to complete data entry into *perpetual inventory* on a daily basis to maintain accurate count of raw materials and finished products in the warehouse.

Must work closely with the production supervisor to develop and carry out ten-day production run.

Will be responsible for operating forklift, truck, and handle all maintenance.

Will be required to learn and perform duties for the purchasing agent as needed, even acting as purchasing agent on interim basis.

EDUCATION and/or EXPERIENCE: High School graduate or GED and 6 years working in manufacturing environment. Additional state certifications achieved in manufacturing setting will be strongly considered in this position. A Track record of success in a fast paced, physically demanding and team oriented work environment is a plus. Must have the overall ability to perform tasks as needed and in a timely manner. Must have experience and be proficient in computer applications to include MAS 200, Microsoft Excel, and Microsoft Word.

LANGUAGE SKILLS: Ability to read and interpret documents, and procedures manuals. Ability to respond to common inquiries or complaints from customers, vendors, and employees of the organization. Must be able read, write, and communicate in English.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, fractions and ratios to practical situations. Ability to express abstract concepts using numbers.

REASONING DEMANDS: 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.

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.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel with frequent hand and wrist movements, and talk or hear. The employee is required to stand long periods in a warehouse setting; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must lift and/or move up to 75 pounds on a regular daily basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to focus.

This position will operate folk truck applications daily within the warehouse setting, as well as outside on the warehouse properties.

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.

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

INDIAN PREFERENCE: Preference for Squaxin Island Tribal members is in effect for this position.

CONTACT: Human Resources at (360) 426-3442