

# **\*\*EXTERNAL POSITION OPENING\*\***

## **S & R INVENTORY CONTROL CLERK**

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**RATE OF PAY:** Depending upon experience  
**LOCATION:** Seven Clans Casinos –Thief River Falls, MN  
**OPENS:** July 11, 2018  
**CLOSES:** Until Filled

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### **SCOPE OF POSITION**

Under the general supervision of the S & R Inventory Control Supervisor is responsible to oversee the S & R Inventory Control areas for Seven Clans Casino.

### **DUTIES AND RESPONSIBILITIES**

- Initiative: Prepares for problems or opportunities in advance; undertakes additional responsibilities and responds to situations as they arise without supervision.
- Attention to Detail: Able to follow detailed procedures and ensures accuracy in documentation and data; carefully monitors processes; concentrates on routine work details and organizes and maintains a system of records.
- Communication: Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or associates; listens well.
- Quality: Able to maintain high standards despite pressing deadlines; does work right the first time and inspects materials for flaws; reinforces excellence as a fundamental priority.
- Integrity: Able to be tactful, maintain confidences, and foster an ethical work environment; does not engage in inappropriate behavior; gives proper credit to others; handles all situations honestly.
- Policies, Process, Procedures: Able to act in accordance with established guidelines; follows standard procedures in crisis situations; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to written rules or practices.
- Team Centered: Able to share due credit with coworkers; displays enthusiasm and promotes a friendly group working environment; works closely with other departments as necessary; supports group decisions and solicit opinions from coworkers; displays team spirit.
- Equipment Knowledge: May require the knowledge, skills, and abilities to work with personal computers, networked systems, AV support systems, life/safety equipment, power tools, etc.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

It is required S & R Inventory Control Clerk must have at least a two-year vocational degree in a related field or extensive experience.

### **SEND COMPLETE APPLICATION/TRANSFER REQUEST TO:**

[chele.kalstabakken@7clans.com](mailto:chele.kalstabakken@7clans.com) – Human Resources Office,  
20595 Center St E. Thief River Falls, MN 56701 1-800-881-0712  
Website: [www.sevenclanscasino.com](http://www.sevenclanscasino.com)