

**** EXTERNAL OPENING ****
INVENTORY CONTROL SPECIALIST-ACCOUNTING



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Thief River Falls, MN
OPENS: December 3, 2019
CLOSES: Until Filled

POSITION OBJECTIVES:

Under the general supervision of the Accounting Manager is responsible to oversee the shipping and receiving areas for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Responsible for comparison of identifying information and counts, weight or measures items of incoming and outgoing shipments to verify information against bills, invoices or purchase orders.
- Responsible to see that items shipped out are cost effective and meet departmental needs.
- Unpacks and examines incoming shipments, verifies order and invoice, rejects damaged items, records shortages and corresponds with shippers to rectify damages or shortages as necessary.
- Ensures delivery through a checks and balances process to appropriate personnel on a timely basis.
- Responsible to ensure that items received are in accordance to established procedures.
- Responsible for record keeping of the department.
- Responsible to ensure outgoing shipments meet required specifications.
- Responsible for inventory of departmental equipment, materials and supplies.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required Shipping and Receiving have at least a two-year vocational degree or equivalent experience preferred.

SEND COMPLETE APPLICATION/RESUME/TRANSFER REQUEST TO:

victoria.mostrom@7clans.com- Human Resources Office,
20595 Center St. E. Thief River Falls, MN 56701
Website: www.sevenclanscasino.com