



*Human Resource Department
PO Box 538
Fort Washakie, WY
82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Receiving Clerk
DEPARTMENT: Finance
SUPERVISION: Chief Finance Officer
SALARY: DOE
OPENING DATE: 8/13/24 **CLOSING DATE:** Open Until Filled

GENERAL STATEMENT:

The Procurement Receiving Clerk is responsible for the completion of orders placed by the procurement office that are delivered to the procurement office and Postal Service daily. Coordinate with Procurement and Programs to schedule delivery of orders that require freight delivery. Maintain and review orders in Workflow for completion, delay, reorders, cancellations, refunds and lost items. Must be able to lift up to 50lbs and assist in unloading pallet deliveries. Coordinate delivery of items to program and provide documentation of delivery to be uploaded into Workflow. After receiving items unpack and examine the contents and compare to purchase order and packing slip.

DUTIES AND RESPONSIBILITIES

1. Coordinates with the Procurement Management Specialist to follow up on order status.
2. Responsible for verifying order to Workflow PO Receiving portion to ensure accuracy, receipt of items and delivery of items listed on packing slip. If items come without a packing slip, then will look up and print coordinating packing slip.
3. Tags items that require an inventory tag and provides inventory sheet to Procurement when issued.
4. Responsible for distributing/delivery of equipment or supplies to program placing order. Prepare and ensure packing slip is signed and dated showing that it has been received.
5. Maintain orderly storage of items till they are picked up, delivered or prepared for return.
6. If order is received damaged and necessary steps are taken to refuse, reorder or return depending on the process as specified by vendor. Follow up on credit, reorder, or depending on the process as specified by vendor. Follow up on credit, reorder, or refund for damaged items and upload into specified Purchase Order in Workflow.
7. Review Purchase Order entries to determine completion percentage and follow up on status and move entry to Accounts Payable when Receiving is at 100% and invoice has been attached.
8. Set up new vendors in MIP system upon submission of New Vendor request process. Run

Sam.gov check on necessary vendor from W9 from and attach pdf file to vendor in MIP.

9. Assists with providing vendors and programs Tax Exempt forms needed for accounts.
10. Coordinates with Procurement on the maintenance of Open POs for programs in Workflow by notifying programs of approvals, balance and receipts/invoice attachments.
11. Reviews vendor statements as needed when Open PO numbers are listed and requests invoices.
12. Works with Procurement on annual onsite inventory review and storage maintenance.
13. Reviews and maintains office supply for reorders, surplus and redistribution.
14. Assists and works as part of the Finance Department to help with annual audit.
15. Cross trains with back up person and acts as back up when needed.
16. Other related duties as assigned.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO:

1. Working knowledge of computer programs for entering and scanning data.
2. Excellent organizational skills.
3. Ability to lift up to 50 pounds.
4. Must have the willingness and ability to learn.
5. Ability to take oral and written instructions.
6. Should be good with multi-tasking.
7. Strong communication and customer service skills in order to communicate with co-workers, Tribal employees and vendors while maintaining a level of professionalism and courtesy.
8. Must keep work area neat and organized.
9. Must be willing to be a team player.

QUALIFICATIONS:

- High school diploma or GED.
- Equivalency of one year work experience in related field will be considered
- Must be willing to submit drug test
- This position requires a valid Wyoming driver's license

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following information listed on the resume:
 - Dates of previous employment

- Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.