

JOB OPENING ANNOUNCEMENT

Job Title: Warehouse Technician

Report To: Warehouse Supervisor

Department: Tribal Housing

Job Vacancy: YAN-22-051

Status: Full-Time; Non-exempt

Starting Wage: DOE

Opening Date: 8/8/2022

Closing Date: 8/19/2022

POSITION DESCRIPTION:

The Housing Warehouse Technician performs any combination of following tasks to receive, store and distribute material, tools, equipment and products within the Warehouse Department of the Yavapai-Apache Nation Tribal Housing.

QUALIFICATIONS:

- High School Diploma or GED.
- Minimum two (2) years experience in a warehouse environment preferred.
- Ability to read, analyze and interpret complex data.
- Personal Computer skills required.
- Must have a valid Arizona Driver License and insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout duration of employment.

DUTIES AND RESPONSIBILITIES:

- Is responsible for the movement of materials and items from receiving areas to storage or other designated areas by hand, hand truck, or electric hand truck.
- Creates Purchase Orders in accounting system.
- Matches up receiving documents and purchase orders for submissions to Accounts Payable department for processing.
- Places orders for materials and supplies as needed.
- Maintains a comprehensive listing of comparable price quotes for purchased items.
- Sorts and places materials or items on racks, shelves, or in bins according to predetermined sequence, such as size, type, style, color, or product code.
- Fills requisitions, work orders, or requests for materials, tools, or other stock items for maintenance staff.
- Marks materials with identifying information, using stencil, crayon, or other marking device.
- Opens bales, crates, and other containers, using steel cutters, crowbar, claw hammer, or other hand tools.
- Matches receiving documents to Purchase Orders to determine accuracy
- Records amounts of materials or items received, or distributed.
- Loads and unloads materials or items received or distributed.
- Loads materials into vehicles and installs stripping, bracing or padding to prevent shifting or damage in transit, using hand tools.

- Maintains the controlled warehouse in a clean and orderly manner.
- Responsible for the maintenance and cleaning of Housing vehicles, including washing, oil changes, gas fill-ups, and routine maintenance.
- Responsible for the maintenance of the Housing equipment and work vehicles.
- Responsible for the overall appearance of the area surrounding the warehouse.
- Must have high adaptability and exercise sound judgment, tact and professional attitude.
- Repair and clean appliances such as refrigerators, dishwashers, and stoves.
- Maintains a positive working relationship with other Tribal Departments.
- Accomplishes other job-related duties as assigned by the Maintenance Superintendent or delegate.
- Maintain files and documents.

Physical Requirements

The employee must occasionally lift and/or move up to fifty (50) pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**