

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-276      **Issue Date:** 02-06-18      **Closing Date:** 02-21-18

**Inventory Clerk**  
**Cultural Heritage Center Gift Shop**  
**Department of Finance**  
**Hourly Wage: \$10.87/Regular/Full-Time**

Responsible for all phases of Gift Shop inventory and merchandise purchases. Work closely with Cultural Center Administrative support staff to ensure accurate and timely preparation of inventory records documenting purchasing, billing, transport, storage, sales and disposition. Using General Store Point of Sale automated system responsible for monitoring inventory control system and securing merchandise. Meet with vendors daily to purchase merchandise for resale according to gift shop guidelines. Responsible for all phases of the gift shop including: purchasing, recording, price marking, restocking, counting, storage, inventory security, inventory adjustments, inventory reporting, quarterly and year-end inventory. Assists with employee payroll deductions; stops, starts, corrections and new applications. Assists with Museum and Theatre inventory.

**Knowledge, Skills and Abilities:**

- Knowledge of POS (Point of Sale) and business software.
- Knowledge of all phases of inventory control systems; inventory cost, markup, inventory sales, purchasing, storage, counting, recording, adjustments, restocking, ordering, sales and disposition.
- Knowledge of various types of Native American handmade art & craft work and traditional and contemporary clothing.
- Knowledge of standard bookkeeping practices and procedures.
- Ability to adhere to strict operational standards and guidelines of the Cultural Heritage Center.
- Ability to operate standard inventory control equipment.
- Ability to work closely with support staff, co-workers, vendors and the general public.
- Ability to practice and provide superior customer service at all times.
- Ability to multitask and work under stressful circumstances.
- Ability to be efficient in working satisfactorily with numbers.
- Must be dependable and demonstrate excellent time and attendance.
- Must have previous experience working in sales and inventory.
- Must be computer literate.

**General Recruiting Indicators:**

- Associate of Arts Degree in Business or successful completion of a vocational training program or college course work in a related field OR High School Diploma or equivalent required and a combination of on the job training in inventory control, sales and purchasing skills relating to inventory merchandise.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess or have the ability to obtain a valid Washington State Driver's License and have the ability to obtain a valid Yakama Tribal Driver's Permit.
- Must possess a First Aid/CPR Card.