

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2019-048      **Issue Date:** 02-28-19      **Closing Date:** 03-20-19

**Property Warehouse Technician**  
**Property & Acquisition**  
**Department of Finance**  
**Hourly Wage: \$13.21/Regular/Full-Time**

The Property Warehouse Technician receives and tracks items in a warehouse inventory and records the data electronically. Maintains an accurate inventory of excess/surplus property stored in the warehouse. Load and unpack items and stocks them on the shelving systems. Keeps the stocked items organized and readily accessible. Compare the quantities of items physically present in the warehouse to the inventory records of the warehouse. Assists programs with reassignment and/or transfer of tribal property, ensuring proper forms and signatures are completed and submitted to the main office for posting. In coordination with the Property Specialist, marks the stock using a variety of means, including radio frequency identification tags, paper tags, labeling equipment or stencils, or other marking equipment. Responsible for the proper care, storage, and protection of Yakama Nation property. Cleans and maintains the warehouse and the tools and equipment in the warehouse to keep things in order and in compliance with federal, state and local safety rules. With guidance from the YNPA manager, determines proper storage procedures and inventory control methods. Further responsibilities include, locating and identifying property for disposal and properly disposing of unwanted/surplus property by sale or salvage, ensuring proper documentation is adhered to.

**Knowledge, Skills and Abilities:**

- Knowledge and proficiency in company asset management software.
- Knowledge of property management and accountability practices.
- Ability to utilize a computer and assorted software such as Word, Excel, and Outlook.
- Ability to work independently and productively.
- Ability to comprehend and follow written and verbal instruction.
- Ability to understand all phases of property & acquisition policies & procedures.
- Ability to ensure all property is properly disposed of.
- Ability to work independently and prioritize work assignments.
- Required to lift up to 50lbs. without restriction.
- Familiarity with modern warehousing practices and methods.
- Excellent organization and communication skills including oral, written and interpersonal skills.
- Problem solving and analytical skills, coupled with demonstrated ability to work to tight and conflicting deadlines.
- Maintaining confidentiality of work related information and materials.
- Have strong customer service and the ability to maintain an effective working relationship and to deal professionally, tactfully and diplomatically with the public, peers, and colleagues.
- Maintain excellent time and attendance.
- Demonstrate initiative and maintain a positive attitude.

**Minimum Requirements:**

- High school diploma or equivalent.
- One year of inventory control or assets management work experience and applicable practices.
- An equivalent combination of training or education which would demonstrate the ability to perform the work.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.