



Menominee Casino Resort

2nd Posting

Position Inventory Control Clerk - Maintenance

Job Status Full-Time

Minimum Age 18

Wage \$16.50

Date Posted Monday, February 24, 2025 8:00:00 AM

Date Closed Until Filled

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

The Facilities Inventory Control Clerk shall be responsible for assisting the Facilities Manager on a daily basis and controlling all inventories and daily work order processing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains invoices and transfers in an accurate filing system.
- Assists Manager in tracking invoices and transfers.
- Receives deliveries, during normal business hours, and verifies quantities and quality of procured items.
- Puts away all Maintenance stock coming in from vendors.
- Enters all stock in and out in inventory system.
- Keeps all storage areas organized and clean.
- Follows proper procedures for processing invoices.
- Acts as a liaison between Receiving and Maintenance/Housekeeping staff.
- Required to enter all received maintenance/housekeeping invoices into the system daily to maintain accurate inventory controls.
- Participates in month end inventories and verifies that inventories have been entered correctly.
- Does product research for new items and conveys information to Manager.
- Prepare and submit purchase orders, check request and other Maintenance/Housekeeping related paperwork as assigned by Manager.
- Verify and code invoices for payment processing i.e. ensure procurement procedures are followed shall maintain vendor invoices and enter into spreadsheet or other designated area for tracking purchase order balances and preparing reports on department expenses.
- Shall be responsible for office functions in the absence of the Manager and shall forward any problems to Manager.
- Shall maintain the strict confidentiality with regards to personnel files.
- Responsible for all clerical duties as assigned by Manager.
- Responsible for gathering information and provide as requested for Property Insurance claims, renewals and related building specifications to MITW Insurance.
- Responsible for gathering and submitting information such as medical slips, accident reports to Insurance, Work Comp and Human Resources for department staff on medical leaves or injuries.
- Prepare payroll sheets and keep records of employee vacation and personal time used.
- Create and monitor employee schedule and hours worked to ensure all shifts are covered.
- Shall greet and provide assistance to employees, staff, vendors and any other visitors, which may come into the Maintenance Shop office.
- Shall have the ability to work independently and follow written/oral instructions.
- Shall attend monthly departmental meetings and be responsible for minutes.
- Responsible to answer telephones & relay messages; type all departmental correspondence; filing; and maintaining all departmental records.
- Assists with Monthly Maintenance Reports.
- Assists with Facilities walk through on safety.
- Monitor chemicals coming into Maintenance/housekeeping.
- Assist's with SDS chemical sheets.



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QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School diploma or G.E.D. required. Two years administrative/office experience. Associate degree in business preferred. Must be eighteen (18) years of age or older. Candidate must be very detail oriented. Candidate must have knowledge in OSHA Record keeping, OSHA Material Safety Data Sheets "Rights to know" Centers, inventory systems and facilities management software. Must have experience with procurement policies of Menominee Casino Resort. Candidate must be of good integrity, honest, and trustworthy. Must be able to be approved for and maintain a valid gaming license.

SPECIAL QUALIFICATIONS

Must possess and be able to maintain a valid Wisconsin Driver's License and be eligible to be on the MITW Approved Drivers List. To be an approved driver you must not have had major traffic violations or accidents in the past three years.

Computer literate in appropriate software specifically: Microsoft Word and Excel, and possess the ability to learn and accurately work with any other software used by MCR that is Maintenance or Housekeeping specific.. Excellent oral and written skills preferred. Strong organizational skills required. Must be able to work without direct supervision.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- "In addition to the minimum criminal background requirements listed above, candidate must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."
- Hiring in Gaming Position is contingent upon criminal background check.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business information. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak effectively before groups of customers or Employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel objects. The Employee is occasionally required to reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.