



## JOB DESCRIPTION

**POSITION TITLE:** Inventory Control Clerk  
**DEPARTMENT:** Marina  
**SALARY:** DOQ  
**POSTING DATES:** **Internal & External (09/26/2017-10/09/2017)**

**GENERAL DESCRIPTION:** Inventory Control Clerk is responsible for procurement and expediting of all material, supplies, equipment, services, etc. for the Marina. Ensures inventory is adequately accounted for at proper levels and revenue is captured and reported in timely and efficient manner. Reports directly to the Marina Director.

### DUTIES AND RESPONSIBILITIES:

- Develops reliable, competitive suppliers as necessary.
- Ensures that purchasing practices and dealings are in compliance with the Spirit Lake Casino & Resort policy and procedures.
- Adheres to regulatory, departmental and company policies.
- Ensures products and inventory are properly received, prices are verified and entered into the system and reading correctly (retail items and fuel products).
- Ensures mark-ups meet budgetary guidelines (retail items and fuel products).
- Places orders for c-store items, fishing tackle, bait, gas, propane and all supplies/equipment needed for the daily operation of the Marina.
- Completes requisitions and submits to Accounting proper paperwork needed for issuance of purchase orders.
- Ensures procedures are in place for adequate counts.
- Stock and rotates products on the shelves.
- Monitors and ensures proper accounting for (fishing and hunting licenses).
- Stays updated on sales system and makes recommendation to Department Director for upgrades and outside maintenance.
- Assists with general duties such as copying, record keeping, mail, filing and other clerical assignments as needed.
- Maintains thorough knowledge of special events, promotions, marketing, restaurant hours, show times and overall facility operations and locations.
- Follows Marina Supervisor duties and responsibilities when required to fill in as Supervisor.
- Any other tasks or duties deemed necessary by the Marina Director.

### QUALIFICATIONS:

- High School Diploma or GED.
- Valid North Dakota Driver's License.
- Strong verbal and written communication skills.
- Ability to negotiate effectively with suppliers.
- One (1) year experience in retail point of sales systems and inventory management.
- Physical requirements-bend, lift up to 50 lbs., stand for long periods of time and work in extreme weather conditions.
- Must pass pre-employment drug test and meet eligibility requirements for gaming license.

### EMPLOYMENT STATUS:

- Full-time hourly position.
- Full benefits package including Personal time off, Health insurance and 401 (k) Retirement Plan.
- Native American preference applies.