



Walker River Paiute Tribe

Human Resources Department

Job Announcement

Job Title:	Stocker	Supervisor:	Store Manager
Department:	Enterprise	Location:	Smoke shop
Salary Range:	\$9.10-\$9.55	Pay Grade:	2
FSLA Status:	Non-exempt	Type:	Part-time
Open Date:		Close Date:	

DEFINITION:

Perform stocker duties as listed below while ensuring excellent customer service.

DUTIES AND RESPONSIBILITIES:

Perform stocker duties as listed below while ensuring excellent customer services

- Check in inventory, pricing merchandise, and weekly inventory.
- Stock, rotate and face all merchandise; mark prices on items.
- Fill propane tanks, upon completion of certified training.
- Work outside in extreme conditions as necessary.
- Clean and maintain a clean appearance (clean bathrooms & toilets, wash windows, dust, sweep, etc.).
- Must maintain an acceptable attendance record as described and adhere to all established rules, regulations, procedures of the Walker River Paiute Tribal Enterprises Personnel Policies
- Must attend all trainings and meetings as required by the employer.
- Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Must be physically able to perform the duties and responsibilities of the position. Physically able to lift 50 pounds of merchandise. Physically able to fill propane tanks which may require you to lift the tanks to be filled.

KNOWLEDGE, SKILLS AND ABILITIES:

- Physically able to lift and move 50 lbs.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain productive working relationships with staff, customers, vendors, and management in order to carry out duties.
- Ability to communicate clearly both verbally and in writing.
- Ability to maintain confidentiality.
- Demonstrated ability to maintain a satisfactory work record.
- Must be willing to work flexible hours that may include evenings, weekends, and holidays.

REQUIRED EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent or enrolled & attending high school
- Must be 16 years of age or older
- Must submit a pre-employment & alcohol test

Preference: Indian Preference – Enterprise Personnel Policies and Procedure Guide 2008

1. *Preference is extended to qualified Walker River Paiute Tribal Members and American Indian Individuals in that order for all appointments to all positions within the Walker River Paiute Tribal Enterprises (WRE).*

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;

Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.