



# AREA WIDE JOB VACANCY ANNOUNCEMENT Shipping and Receiving Clerk

**OPEN:** Wednesday November 27, 2019  
**CLOSE:** Wednesday December 11, 2019 @ Close of Business 5:00pm  
**WAGE:** \$16.00 per hour

**SUMMARY:** This Shipping and Receiving Clerk position is full time. This position is responsible for handling all incoming and outgoing shipping and receiving activities, verifying and keeping records for accuracy and completeness.

## QUALIFICATIONS:

- High School Diploma or GED required.
- Knowledge of administrative and clerical procedures and systems such as Microsoft Word, Excel, Outlook, and filing and records management skills.
- Must have organizational and time management skills.
- Must have knowledge of principles and methods for moving goods by USPS Postal Service, UPS Ground, and Fed Ex.
- Must be able to lift, carry, or push 50+lbs., and may be required to continually stand, walk, stoop, bend, kneel, climb, and sit for prolonged periods of time or work in small cramped quarters.
- Must be flexible to work all shifts which may include nights, holiday, weekends, and work outside during inclement weather.
- Must have a valid driver's license.
- Must be able to use a wide variety of hand or power tools, postage machines.
- Must be able to work in a fast-paced environment containing excessive smoke and noise.
- Must be able to operate casino equipment essential to position.
- Must be able to work in a fast-paced environment containing excessive smoke and noise.
- Must be able to obtain a gaming license as a condition of employment.
- Must receive a negative alcohol/drug test result as a condition of employment.

*4 Bears Casino & Lodge of the Fort Berthold Indian Reservation recognizes and will carry out to the greatest extent feasible the Indian Preference policies of the Three Affiliated Tribes. Subject to the Indian preference policies of the Three Affiliated Tribes, all candidates will receive consideration without regard to race, color, sex, age, religion, national origin, sexual preference, or physical disability (where reasonable accommodation is possible). Veteran's preference is also given.*

*For information on "How to Apply", please contact the HR Department @ 701-627-4018, ext. 7565. For current casino employees, please reference Policy Nos. 020, 029, and 030 or contact the HR Department during regular business hours for process or questions on applying for the position. For a full review of the job description duties and responsibilities, please contact the HR department. **Must provide a resume with application.***