



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 12/07/2020	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: WAREHOUSE COORDINATOR			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: GSA	Location: Okmulgee	Location Code: 52	FT/PT 8 -FT Emergen cy Hire

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the direction of the GSA Supervisor the Warehouse Coordinator shall maintain compliance with Tribal Policy and procedures dealing with accounting, purchasing and Property Control, Protect Tribal Assets through physical Inventory.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Inventory/Distribute supplies as received from vendor and by SRD controller. Deliver/ Pickup items requested by Tribal officials upon approval by GSA supervisor. 2. Assist vendors unloading supplies and equipment when needed; 3. Keep loading dock clear of trash. 4. Will pick up and deliver surplus item. 5. Will assist departments in need of surplus items. 6. Maintain GSA Warehouse records management storage, Indexing access and control records. 7. Maintain compliance on disposal and records. 8. Must be familiar with the Inventory Software. 9. Provide phone coverage for GSA office, answering the telephone and taking messages when other employees are out of the office. 10. Will assume the mail specialist duties in the absence of the mail specialist. 11. Must be able to operate forklifts, pallet jacks and pull a trailer. 12. Other duties as assigned.
Minimum Requirements:	High School Diploma or GED..
Preferred Requirements:	Indian Preference. General warehouse experience and Knowledge of mail machines
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:



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- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.