

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-168 **Issue Date:** 09-01-15 **Closing Date:** 09-22-15

Property Warehouse Technician
Property & Acquisition
Department of Finance
Hourly Wage: \$11.98/Regular/Full-Time

The position is responsible for the proper care, storage, and protection of Yakama Nation property. Maintain an accurate inventory of excess/surplus property stored in the warehouse. Assist programs with reassignment and/or transfer of tribal property, ensuring proper forms and signatures are completed and submitted to the main office for posting. Further responsibilities include, location and identifying property for disposal and properly disposing of unwanted/surplus property by sale or salvage, ensuring proper documentation is adhered to.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in company asset management software.
- Knowledge of property management and accountability practices.
- Ability to demonstrate organization and communication skill including oral, written and interpersonal skills.
- Ability to demonstrate problem solving and analytical skills, coupled with demonstrated ability to work to tight conflicting deadlines.
- Ability to understand all phases of property & acquisition policies and procedures.
- Ability to demonstrate strong customer service skills and have the ability to maintain an effective working relationship and deal professionally, tactfully and diplomatically with the public, peers and colleagues.
- Ability to maintain excellent time and attendance.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to utilize a computer and assorted software such as Word, Excel and Outlook.
- Ability to work independently and productively.
- Ability to comprehend and follow written and verbal instruction.
- Ability to maintain confidentiality of work related information and materials.

General Recruiting Indicators:

- Minimum of a high school diploma or equivalent required and one year inventory control or assets management work experience and applicable practices; proven ability to work independently and prioritize work assignments. OR,
- An equivalent combination of training and experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Must be able to meet the physical requirements of the position. Job duties require physical endurance such as lifting heavy objects, standing for long periods of time, walking, and climbing.
- Must be able to work in all weather conditions.