



## **JOB ANNOUNCEMENT**

## **Walker River Paiute Tribe**

1022 Hospital Road • P.O. Box 220 • Schurz, 89427

Telephone: (775) 773-2306

Fax: (775) 773-2585

Email: [hr@wrpt.us](mailto:hr@wrpt.us)

## **Job Announcement**

### **Cashier/Stocker**

Walker River Paiute Tribe, Schurz, NV

**WAGES:** \$10.00 an hour

**SUPERVISOR:** Four Seasons Manager

**Post Date:** 01/20/2016

**Close Date:** Open Until Filled

#### **DESCRIPTION:**

Perform sales clerk and/or stocker duties as listed below while ensuring excellent customer services.

#### **DUTIES AND RESPONSIBILITIES:**

##### **Clerks:**

- Provide friendly, courteous customer service, keeping work area clean and safe.
- Operate a point of sale register and ten-key adding machine.
- Sell cigarettes, fishing permits, fireworks, and other miscellaneous items for the Tribal Smoke shop.
- Must keep shelves stocked at all times.
- Handle and be responsible for large amounts of money.
- Answer telephone (includes taking messages).
- Ensure cleanliness of the building and grounds to maintain attractiveness as well as safety.
- Assist with the regularly scheduled physical inventory of the store.
- Must maintain an acceptable attendance record as described in the Walker River Paiute Tribal Enterprises Personnel Policies and Procedures Guide.
- Must attend all trainings and meetings as required by the employer.
- Must adhere to all established rules, regulations, procedures, and policies of the Walker River Paiute Economic Development Corporation.
- Performs other duties as assigned.

**Stockers:**

- Check in inventory, pricing merchandise, and weekly inventory.
- Fill propane tanks, upon completion of certified training.
- Work outside in extreme conditions as necessary.
- Perform menial labor (clean bathrooms & toilets, wash windows, dust, vacuum, sweep).
- Must maintain an acceptable attendance record as described in the Walker River Paiute Tribal Enterprises Personnel Policies and Procedures Guide.
- Must attend all trainings and meetings as required by the employer.
- Must adhere to all established rules, regulations, procedures, and policies of the Walker River Paiute Economic Development Corporation.
- Performs other duties as assigned.

**PREFERRED QUALIFICATIONS:**

- High School Diploma or a GED required.
- Knowledge of basic mathematics and be able to learn the operation of a cash register.
- 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.
- Demonstrated ability to maintain a satisfactory work record.
- Must be willing to work flexible hours that may include evenings, weekends, and holidays.
- Ability to maintain confidentiality.
- Must possess a valid State of Nevada Driver's License, a DMV History Report, and be insurable.
- Must submit to pre-employment and random drug tests as required by WRPT Personnel and Drug-Free Workplace Policies with satisfactory results.

**Must Be:**

- Bondable.
- 21 years old or older.
- Physically able to lift and move 50 lbs.

**TO APPLY:** Resumes are accepted with a Walker River Paiute Tribe employment application attached. Obtain application from Human Resources, Walker River Paiute Tribe, PO BOX 220, Schurz, NV 89427, or call (775)-773-2306, Ext. 315, or fax (775)-773-2358, or e-mail at [hr@wrpt.us](mailto:hr@wrpt.us)

**Walker River Paiute Tribe is an Indian Preference and Equal Opportunity Employer:**

*Preference in filling vacancies is given to qualified Native American Indian candidates or Alaska Natives in accordance with the Indian Preference Act, Title 25, US Code, Section 472 & 473, and the Walker River Paiute Tribal Employment Rights Ordinance WR-01-2001. In other that the above, the Walker River Paiute Tribe is an Equal Opportunity Employer.*