



Creek Indian Enterprises Development Authority

Muskogee Technology Open: Until Filled

INVENTORY/LOGISTICS SPECIALIST I OF MUSKOGEE TECHNOLOGY

The Inventory/Logistics Specialist I, under general supervision, is responsible for the control, accounting and maintenance of tools, parts, supplies, and equipment of Muskogee Technology.

DUTIES AND RESPONSIBILITIES

- Responsible for the manual, technical and record keeping work involved in the receipt, storage, maintenance and issuance of supplies, materials and equipment as necessary.
- Issue inventory to employees.
- Maintain computerized and manual files for the purpose of tracking inventory, equipment and repairs, including shop supplies, office equipment, and shop machinery.
- Take inventory, monitor and issue tools.
- Perform shipping and receiving duties as assigned.
- Perform deliveries as assigned.
- Utilizes the E2 system for inventory control practices.
- Monitors, records and controls materials from customers and vendors as relates to purchases/shipping and receiving.
- Stock and restock items; remove obsolete items from shelves; organize stock area and deliver items as necessary; and arrange and prepare items for packing and shipping.
- Perform minor repairs on tools and equipment as necessary and/or arranges for repairs to be completed by an outside vendor based on timelines or complexity of work to be accomplished.
- Serves in the absence of the Truck Driver/Material Handler for duties such as loading, unloading, and moving materials within or near the facility, yard, or work site while performing any combination of duties necessary to perform the installation or removal of bracing, strapping, banding, palletizing, etc. and to perform logistic services necessary to successfully perform the needs of Muskogee Technology operations. Ensure constant availability of common parts, supplies and equipment.
- Extensive contact with internal personnel and outside vendors and supplier's representatives, for the purpose of information-sharing, and problem resolution.
- Responsible for the consistent availability of parts, supplies, and equipment necessary for the smooth operation of Muskogee Technology.

QUALIFICATIONS

- High School diploma or GED required. Certification in technical field or Inventory Management preferred.
- Two (2) years verifiable related employment experience in inventory control preferred.
- Five (5) years manufacturing experience in a production facility preferred.
- **Must possess a Class A Commercial valid state driver's license.**
- Must possess a DOT Medical Exam and Commercial Motor Vehicle Certification, and or obtain one within (90) days from date of hire, and must maintain the Certification as a condition of employment.
- Must have working knowledge of computers with experience in a Windows environment with various software programs such as Word, Excel, and automated inventory system software required.
- Ability to work in a team environment and communicate effectively with co-workers at all levels of the company and within the framework of a quality system.
- Must be capable of lifting up to 50 pounds unassisted.
- Ability to operate and work around forklifts and other typical warehouse equipment.
- Must be able to complete and maintain appropriate reports.
- Ability to work extended hours as required.
- Must possess ability to work independently and with minimum direction.
- Ability to obtain certification for fork lift operation required.
- Must be well organized with excellent attention to detail.
- Must possess a valid state driver's license.

C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502

Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm

Apply online www.CIEJobs.com Email: HR@pcicie.com

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Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of CIEDA