



# Creek Indian Enterprises Development Authority

## Muskogee Technology Open: Until Filled

### **INVENTORY/LOGISTICS SPECIALIST II OF MUSKOGEE TECHNOLOGY**

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

### **REPORTING RELATIONSHIP**

The Inventory/Logistics Specialist II of Muskogee Technology shall report directly to the Shipping/Receiving Team Leader.

### **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.
- Responsible for all logistics services internally and externally via coordination, planning, and scheduling.
- Performs daily tasks which promote production output and directly assists manufacturing operations in order to maximize efficiencies and meet customer contract deliverables.
- Maintain computerized and manual files for the purpose of tracking inventory, equipment and repairs, including shop supplies, office equipment, and shop machinery.
- Perform day-to-day shipping and receiving duties in accordance with AS9100 standards.
- Take inventory, monitor and issue tools.
- Coordinating and scheduling of all shipping and receiving services necessary for the success of operations.
- Responsible for periodic review of logistic expenses and services to ensure that Muskogee Technology is performing and outsourcing these services at or below market rate.
- 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.
- Keep work area clean, safe and orderly.
- Responsible for all aspects of inventory control min/max limits to 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.
- Performs other duties as assigned by Muskogee Technology Management or the Shipping/Receiving Team Leader.

### **QUALIFICATIONS**

- High School diploma or GED **required**. Certification in technical field or Inventory Management preferred.
- Two (2) years experience working with E2 Shoptec or similar manufacturing software system **required**.
- Four (4) years verifiable related employment experience in inventory control **required**.
- Five (5) years manufacturing experience in a production facility **required**.
- 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.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.

**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](http://www.CIEJobs.com) Email: [HR@pcicie.com](mailto:HR@pcicie.com)

**PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE / CIEDA is a DFWP.**

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