



SAFETY SENSITIVE POSITION

**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 02/16/2023	Employee Requisition Number ER-23238	JOB OPPORTUNITY	
Title/Position: SRD/INVENTORY COORDINATOR			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: GSA	Location: Okmulgee	Location Code: 52	FT/PT 1-Full Time

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

General Summary:	Under the direction of the GSA Supervisor, the GSA SRD / Inventory Coordinator will be responsible for maintaining inventory and surplus owned or leased by the Muscogee (Creek) Nation. As well as being responsible for keeping reports and records of all current, incoming and outgoing inventory and surplus. This is a safety sensitive position.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Completes incoming inspection, confirmation of certificate of conformance and reconciliation of receiving/purchase documentation. 2. Completes daily receiving entries in computer system. Distributes to purchasing office for filing. 3. Manages raw material and critical supply inventories, including maintenance and cleaning of inventory area, inventory organization and racking, inventory cycle counting and reporting, monthly inventory accounting. Actual physical counts of raw material and tag controls required. 4. Responsible for managing all outbound shipments, including preparation of sequentially numbered paper work in software accounting system, management of packaging materials inventories, packaging of product to be shipped, and arrangement of transportation services. UPS/FedEx software is to be used effectively and understood for summary reporting on request. 5. Organization of the dock and inventory areas; includes hands-on cleaning and maintenance along with organization and interpersonal skills to coordinate with other departments and outside waste disposal vendor. 6. Distributes documentation, including transfer of all original documents, to purchasing supervisor for distribution. 7. Contact Muscogee Creek Nation Departments, regarding shipments coming that have arrived (by phone and then followed up by email). 8. Update asset-tracking database of equipment reassignment on a daily basis. 9. Assist GSA Supervisor in ordering all supplies and equipment. 10. Assist GSA supervisor with inventory reviews as necessary. 11. Operating Vehicles, Equipment - Running, maneuvering,



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	navigating, or driving vehicles or mechanized equipment, such as forklifts. 12. Must have excellent customer service skills. 13. Perform any and all other duties as assigned.
Minimum Requirements:	High School Diploma. Must have a minimum of five years' experience in inventory, warehousing, computer knowledge, excellent customer service and people skills, must be able to multitask and lift over 50lbs.
Preferred Requirements:	Indian Preference.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- 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.



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

- | | | |
|--|--|---|
| <input type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked THIS IS A SAFETY SENSITIVE POSITION (**No failed drug test is tolerated**).

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

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.

MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination



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A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.