



Spirit Lake Tribe
 P.O. Box 359
 Fort Totten, North Dakota 58335
 slthr@spiritlakenation.com

Job Title:	Warehouse Assistant Temporary (summer position) 2-4 positions	Open Date:	June 4, 2018
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Position Objective: This position is to assist in all operations of warehouse.

Major Duties & Responsibilities

- Assist with daily operations of warehouse, issuing proper amounts of food to clients, cleaning, lifting, rotating stock, stocking distribution area and unloading trucks on a weekly basis.
- Assist with inventory when needed.
- Assist with cleaning duties of building and grounds.
- Efficient communication skills, reading and writing skills and be able to work in freezers and coolers.
- Assist with the maintenance of grounds, building, vehicles and equipment.
- Assist with deliveries to designated households.
- Ensure accurate distribution to FDPIR clients.
- Other duties as assigned.

Qualifications, Experience and education required:

- Must be able to read, understand and clearly follow directions.
- Ability to work effectively, independently or cooperatively with others.
- Physical abilities, must be able to lift objects more than 60 lbs.
- Maintain professionalism and confidentiality.
- Will be available to work from June 1 through August 15, 2018.
- Experience in working with warehouse or distribution atmosphere.

Job Role:	Warehouse Assistant	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Exempt	Closing Date:	June 8, 2018
Employment Status:	Summer Hire	Supervision	Director
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	2-4	Classification: Exempt/Non-exempt	

Please Send Application to: Spirit Lake Human Resource Dept.

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
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Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure			
	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>		