



## **Vacancy Announcement**

**Title:** Purchasing Clerk

**Reports To:** Director of Accounting Controller

**Location:** Yreka, CA

**Salary:** \$20.50 - \$26.00 per hour, (DOE)

**Classification:** Full Time, Regular, Exempt, Non-Entry Level

**Summary:** Responsible for all phases of procurement and distribution of equipment and inventories connected with Rain Rock Casino & Hotel. Also, responsible for compliance with procurement regulations established by Tribal, State and Federal regulatory agencies.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.rainrockcasino.com](http://www.rainrockcasino.com), just click on the tab for Rain Rock Casino. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.rainrockcasino.com](http://www.rainrockcasino.com) or by contacting the Human Resource Department, Telephone (530) 598-5445, Address: 777 Casino Way, Yreka, CA 96097, Email: [dsanders@rainrockcasino.com](mailto:dsanders@rainrockcasino.com)



## Position Description

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### **Responsibilities:**

1. Follow procurement policies & procedures and communicate such to Rain Rock Casino Team Leaders.
2. Ensure filing system for pending and completed Procurement Documentation Forms with quotes and Requisitions are maintained.
3. Work with Receiving Clerk to ensure the completion of necessary documentation, which includes authorized Procurement Documentation Forms with quotes, authorized Requisitions/Purchase Orders, Packing Slips that have been properly received in, and ensure items are delivered to the correct casino & hotel departments that originally ordered the item. All documentation should be forwarded to Accounts Payable which includes general ledger coding to expense the items.
4. Ensure any new gaming vendors are vetted through Karuk Gaming.
5. Setup W-9s and sales tax exemptions with vendors.
6. Evaluate vendors considering price, product and service comparisons, to reduce costs and improve quality and estimated delivery timing. Ensure that quotes are documented for audit purposes.
7. Provide information and explain Players Club benefits, property amenities & marketing programs to our guests.
8. Communicate effectively both orally and in writing.
9. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.
10. Other duties as assigned.

## **LEVEL OF AUTHORITY & RESTRICTIONS**

1. Access to all inventory and receiving areas.

## **WORKING CONDITIONS & ENVIRONMENT**

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to work all shifts, weekends, and holidays.

## **Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skills or abilities required.

1. Must be at least 21 years of age
2. High School diploma or GED (required).
3. Must have procurement operations experience (hotel & casino preferred) including direct experience in competitive bid preparation/analysis, and pricing negotiations.
4. Experience in developing and maintaining receiving and inventory control systems.
5. Experience in setting up inventory tracking and purchasing accounting systems.
6. Computer literate with experience in Excel spreadsheets, Sage, and computerized accounting/purchase order systems.
7. Good public relations skills; professional appearance and demeanor.
8. Must possess reasonable ability to communicate in English.
9. Highly self-motivated and directed.
10. Good verbal and written communications skills.
11. Keen attention to detail.
12. Proven analytical, evaluative, and problem-solving abilities.
13. Ability to effectively prioritize and execute tasks in a high-pressure environment.
14. Extensive experience working in a team-oriented, collaborative environment.
15. Prefer a valid state driver's license and be insurable by the RRC's insurance carrier.
16. Willing to travel and participate in training as recommended or required.
17. Must have a Tribal Gaming License (or the ability to obtain and maintain a license) as a requirement for this position.
18. Must have employment eligibility in the U.S.
19. Must adhere to confidentiality policy.
20. Must successfully pass a drug screening test and criminal background check.
21. Indian preference will be observed in the hiring process.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe and Rain Rock Casino to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

## ACKNOWLEDGEMENT

I hereby acknowledge that I have read and reviewed this Job Description with my Team Leader. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted Duties, Responsibilities, Requirements and Conditions.

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Team Member Name

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Signature

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Date

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Team Leader Name

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Signature

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Date

**Council Approved:** *(date)*

Original to HR

Copy to Team Member

Copy to Team Leader