



## JOB POSTING

Due to the Covid-19 virus, for your safety as well as ours, we are currently not taking applications in person at this time. Applications will only be accepted online, emailed to [cjones@sctribe.com](mailto:cjones@sctribe.com) or [cbrown@sctribe.com](mailto:cbrown@sctribe.com) or mailed in to 23701 S 655 Rd Grove, OK 74344. Applications are available online at [www.sctribe.com](http://www.sctribe.com). Tribal/Indian preference will be observed.

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| <b>JOB TITLE - <u>Tobacco Warehouse Manager</u></b><br><b>POSTING</b> |
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**DEPARTMENT:** Tobacco Warehouse

**LOCATION:** Grove, OK

**Full-time position.**

**Summary:** The Warehouse Manager will report directly to the General Manager. The Warehouse Manager will be responsible for the day-to-day activities and supervision of the employees in the warehouse. Responsible for safe and secure storage of inventory and the accurate and timely shipment of orders while adhering to budgetary guidelines. Responsible for supervising and performing basic warehouse functions including processing, checking, verifying, and inventorying packages and shipments received. Stores items or disburses and ships as necessary. Conducts warehouse operations in accordance with established procedures and policies while keeping management informed of warehouse activity. **Requirements:** High School Diploma or GED required. Knowledge of QuickBooks. Two (2) years of warehouse experience required. Up to three (3) years experience as a supervisor is required. Must have the ability to work on multiple projects that require basic math, computer skills and basic inventory skills. Good communication and organizational skills is a must. Must have a valid driver's license and successfully pass a drug screening and background check. Applicants must be able to lift 50 lbs from shoulder to overhead and from floor to waist.

**EFFECTIVE DATE OF OPENING:** 6/19/2020 **CLOSES:** Open until filled

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| <input checked="" type="checkbox"/> <u>FULL TIME</u> – BENEFITS AVAILABLE |
| <input type="checkbox"/> <u>PART TIME</u> – NO BENEFITS                   |