

PARAGON CASINO RESORT

Job Description

PARTS AND INVENTORY CLERK

Department:	Facilities	Reports to:	Facilities Manager
Job Code:	CLK03	License:	Gaming
Position Code:	CLK012	Costing:	880 8800 8811
Pay Grade:	N5	Date:	1/27/2020
EEO-1 Code:	5		

SUMMARY:

Responsible for maintaining parts and material supply and inventory control for the Engineering Department *and EVS* in accordance with Paragon Casino Resort guidelines, *administration of Maintenance Connection work order system*.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Completes all tasks involved in opening all accounts and orders from vendors.
- Submits quotes for quality and price of materials.
- Corrects all business problems with vendor accounts.
- Turns in dollar amount of inventory stock each month to Finance Department – This was removed.
- Works with accounts payable to resolve vendor invoices.
- Performs duties such as: ordering and receiving all materials, stock shelves, clean parts room, returning wrong parts shipped, monitoring and cleaning parts affiliated warehouses.
- Responsible for completing Purchase Request for all materials and vendors for the Maintenance and Environmental Services Departments.
- Assigns stock specific part numbers and them give bin locations.
- Meets with all shifts for debriefing assessment of supplies, parts and material needed.
- Receives requests for all material needed for jobs.
- Updates and maintains CMMS system
- Meets with all shifts concerning proper use of Maintenance Connection work order system.
- Performs other duties as assigned.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.

- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) *and five (5) to seven (7) years of parts and inventory clerk experience required.*

Qualifications: Strong interpersonal and communication skills required. Extensive computer skills, proficient with Word Excel, Outlook.

Must apply for, be granted and retain a valid Tribal Gaming License during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with groups of guests or Associates of the organization.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate must regularly lift and/or move up to twenty five (25) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate regularly works near moving mechanical parts and is regularly exposed to the risk of electrical shock and radiation.

The Associate occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to extreme heat or cold.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud. The casino environment is usually smoky.