



**Posted: July 8<sup>th</sup>, 2026**

**Deadline: Until Filled**

### **JOB DESCRIPTION**

**POSITION:** Shipping & Receiving

**DEPARTMENT:** Purchasing

**LOCATION:** Resort

**SUPERVISOR:** Director of Asset Management

**EMPLOYMENT:** Part Time

**PAY RATE:** \$16.00 - \$21.00/Hour (Non-Exempt) D.O.E.

**LICENSE STATUS:** Key-Employee

### **RESPONSIBILITIES:**

- Provide excellent service to guests, internal and external, through active guest engagement and positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Purchasing Department Policy, and Procedure Manual.
- Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verifying information against bill of lading, invoices, orders, or other records.
- Determines method of shipment.
- Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons.
- Conducts performance evaluations of all department Team Members.
- Assigns all working shifts of Department Team Members.
- Delegates work to ensure the timely completion of that work.
- Assemble wooden or cardboard containers or selected pre-assembled containers.

- Post weights, shipping charges, and affixes postage.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages or shortages.
- Routes items to departments,
- Examines outgoing shipments to ensure shipments meet specifications,
- Maintains inventory of shipping materials and supplies.
- Operates tier lift truck or uses hand-truck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and trainings facilitated by Management.
- Due to the dynamic Casino Environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED equivalent.
- Must be a steady, reliable worker.
- Must be able to read simple instructions and follow simple diagrams.
- Must be able to perform tasks independently after being given instructions.
- Must have general knowledge of equipment used in mechanical, electrical and construction repair techniques.
- Ability to lift up to 50 pounds frequently in carrying out duties.
- Must be willing to work outside as directed.
- Must be able to work nights, weekends and holidays as required.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

#### **PREFERENCE FOR HIRING:**

**Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:**

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All Others

**Date Approved by LVD Gaming Commission:**

**Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.**

**Northern Waters Casino Resort**

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**Sign** \_\_\_\_\_ **Date** \_\_\_\_\_