



**POSTED: OCTOBER 6, 2020      DEADLINE: UNTIL FILLED**

**JOB DESCRIPTION**

**POSITION:**                      **Shipping & Receiving Manager**

**DEPARTMENT:**                **Purchasing**

**LOCATION:**                        **Resort**

**SUPERVISOR:**                 **Purchasing Manager**

**EMPLOYMENT:**               **Full-Time**

**PAY RATE:**                     **\$12.00-\$18.00/Hour D.O.E.**

**RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- 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 and ensures the timely completion of that work.
- Assembles wooden or cardboard containers or selected pre-assembled containers.
- Post weights, and 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.

- 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.
- Must be able 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.*

#### **OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

**Date Approved by the Public Enterprise Finance Commission (PEFC): 09/29/2020**

**Northern Waters Casino Resort**

**P.O. Box 129, N5384 US 45**

**Watersmeet MI, 49969**

**Email: [hr@lvdcasino.com](mailto:hr@lvdcasino.com)**

**Website: <http://www.lvdcasino.com/Content/Careers.cfm>**

**Phone: 906-358-4226 Ext. 7318**

**Fax: 906-358-4913**