



# *Sokaogon Chippewa Community*

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 \* Fax: (715) 478-5275

*www.sokaogonchippewa.com*



**POSITION:** Distribution Clerk  
**SALARY:** Commensurate with Education/Experience  
**HOURS:** Part-time, up to 20 hours a week

**Job Summary:** *The Distribution Clerk will oversee and coordinate the distribution of incoming packages, materials or products to Sokaogon Chippewa Community departments.*

## **Duties/Responsibilities:**

- Accurately sort, count, and verify items received.
- Accurately maintain a record of incoming packages, materials and/or products.
- Notifies departments of any order discrepancies when identified.
- Collaborates with SCC departments to coordinate delivery of received packages, materials or products.
- Provides shipping instructions and routing information; confirms and coordinates delivery times and locations for specialty deliveries as needed.
- Transports packages, materials and/or products to appropriate SCC departments.
- Performs other duties as assigned.

## **Qualifications:**

- High school diploma or equivalent preferred
- Valid Wisconsin driver's license
- Physically be able to reach, stretch, bend, walk and stand for long lengths of time.
- Ability to lift up to 50 pounds

*Pre-employment/random drug tests will be required for this position.*

**Native American preference is granted according to PL 93-638**

## **Submit completed applications and resumes to:**

Sokaogon Chippewa Community  
Human Resources Department  
3051 Sand Lake Road  
Crandon WI 54520  
(715) 478-7663  
Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: February 15, 2024**

**Closing Date: Until filled**

**Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii**