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## POSITION DESCRIPTION

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**POSITION:** AOT SALES /STOCK DELIVERY WORKER    **LICENSE:** No  
**DEPARTMENT:** Advanced Office Technologies    **GRADE:** 9 (15.69-23.54)  
**REPORTS TO:** AOT Manager    **STATUS:** Non-Exempt

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### POSITION SUMMARY:

Under the general direction of the AOT Manager, the position oversees all facets of Advanced Office Technologies.

### ESSENTIAL FUNCTIONS:

#### **1. Sales**

- Receives and processes all catalog orders from all AOT customers.
- Communicates with customers assuring satisfaction of orders.
- Communicates with wholesale supply company as needed to process orders & returns.
- In charge of invoicing all catalog orders, and overseeing weekly deliveries.

#### **2. Receiving and Delivery**

- Verifies and keeps records on incoming and outgoing shipments.
- Inspects shipments to verify information against bills of invoices, orders, or other records.
- Unpacks and examines incoming shipments.
- Prepares and packages items for shipment.
- Delivers items to all Tribal departments on a daily basis.
- Makes trips to local businesses to pick up various ordered items.

#### **3. Cigarettes sales**

AOT is responsible for selling cigarettes to the Tribal members and the general public. This includes:

- Retail selling of cigarettes to the general public.
- Selling discounted cigarettes to Tribal members and ensuring sales are recorded on the Tribal tax system.

#### **4. Senior Garbage Bag**

- Orders and maintains stock of Tribal garbage bags.
- Distributes and tracks senior garbage bag to eligible Tribal members.

#### **5. Retail office supply and sundry sales**

- Makes retail sales using a point of sale system.

#### **6. Riverview Campground**

- Takes and records campground reservations.
- Collects fees from guests.

## **7. Fishing Equipment**

- Takes and places equipment orders from fishermen.
- Tracks and receives equipment orders.
- Receives and records payments from fishermen.

## **8. Administrative**

- Other duties may be assigned within the scope and complexity of this position's essential functions.
- Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to walk. The employee frequently is required to stand, squat, bend, kneel and use hands for grasping and reach with hands and arms above shoulder level. The employee must frequently lift, push, pull, and/or carry up to 50 lbs and occasionally lift and/or carry more than 100 pounds. The employee is also exposed to changes in temperature and humidity.

### **POSITION REQUIREMENTS:**

1. High school diploma or equivalent.
2. Must have three to six months related experience and/or training desired.
3. Must be proficient with various office/business software programs, including Excel, Word, QuickBooks, etc.
4. Must have a valid driver's license with an excellent driving record.
5. Must be able to work flexible work schedules; including weekends.
6. Must be able to work with little or no supervision.
7. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
8. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
9. Excellent communication skills required.
10. Must have an excellent past work record, as demonstrated through references checks.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** May 10, 2022 at 4:30pm

**APPLY TO:** Please email application and resume to Erin Forrester, HR Generalist at [eforrester@baymills.org](mailto:eforrester@baymills.org)  
Subject: AOT Sales

\*Applications can be found at [www.baymills.org](http://www.baymills.org) under "employment opportunities"