



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

JULY 9, 2012

#72-12

VACANCY ANNOUNCEMENT

DEPARTMENT: CRIT FARMS
JOB TITLE: PARTS SPECIALIST
SALARY: D.O.E.
CLOSING DATE: JULY 24, 2012 AT 5:00 PM

INTRODUCTION: This individual will perform a variety of service and stocking duties related to the parts room, receiving and delivery of parts and accessories that contribute to the efficient, safe operation of the service department. They will use available resources for the maintaining of inventory for the farm. They will maintain a clean and organized warehouse environment.

SPECIFIC DUTIES INCLUDE:

- Communicate all freight charges and status of shipments.
- Directly responsible for all incoming part, which may include, but not limited to loading and unloading, bin locating and updating the system.
- Maintain record of all parts both inbound and outbound and log all parts and bill to the proper department or equipment. Process and receive PO and invoicing for proper payment.
- Use equipment, including forklifts and resources safely and proficiently.
- Take a proactive approach to inventory control by spot checks on bin locations and taking inventory to keep accurate stock with no discrepancies.
- Ensure internal and external employees receive the correct parts in a timely manner through utilization of correct vendors and purchase order system.
- Proactively study and stay current on industry and product information.
- Pick up and deliver parts for employees from vendors and from stock as needed.
- Mark and store parts in stockroom according to prearranged system and cycle count duties.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of C.R.I.T. employees and community so as to present a professional image of C.R.I.T. Farms.
- Proactively seek and participate in available training, in an effort to develop and advance knowledge base and skill set.

- Participate in all company driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork.
- Perform all other duties as assigned by management in a professional and efficient manner.

REQUIREMENTS:

- Must have a High School Diploma or G.E.D.
- Strong organizational skills
- Knowledge of parts operating system preferred
- Computer skills
- Interpersonal skills
- Customer service skills
- Ability to operate equipment
- Must have a valid driver's license with clean record

APPLY:

**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

For Employment Application visit: <http://www.crit-nsn.gov>

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. offers: Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan.