



Job Announcement

Part Time Shipping and Receiving Clerk - Boise

The Idaho Lottery is looking for an energetic, hard-working person to join our Warehouse crew as a part-time Shipping and Receiving Clerk.

If you are looking for part-time manual work in a fun, relaxed environment, this may be the job for you!

This position is scheduled for Monday **and** Thursday each week beginning at 6:00 a.m. and working up to 8 hours each day, until shipments are finished.

Responsibilities:

Shipping and Receiving

- Receives and unloads freight both manually or with equipment such as forklifts and pallet jacks
- Fill ticket orders using system guided pack processing
- Checks for damaged goods
- Verifies quantity and quality of order
- Verifies items received with purchase order
- Wraps, packages, and ships supplies
- Delivers and retrieves supplies to and from work or storage areas
- Tags and issues supplies
- Maintain the warehouse including inventory of game tickets, organize in-stock games and rotate, stocks shelves and rotates inventory
- May maintain equipment and vehicles
- Responsible for keeping a clean, orderly and safe work area and ensuring safety procedures are adhered to

Inventory Maintenance and Clerical

- Participates in physical inventories of warehouse
- Maintains inventory records by adding or deleting supplies as they are shipped or received
- Operates a personal computer to access, enter, and correct information
- Answers phones and provides information using customer service skills
- May prepare damage claims for supervisor's review and signature

Minimum Requirements:

- Some knowledge of basic math skills such as adding, subtracting, multiplying, and dividing

- Experience: handling, storing, and shipping materials or supplies; operating material handling equipment; accessing information on a computer; reviewing documents for accuracy and completeness
- Willingness to: be trained on the operation of power and/or hand tools; greet individuals, answer phones, and provide information to customers; bend, stoop, lift and move objects weighing up to 50 pounds; stand and walk continuously throughout an 8-9 hour shift; work in dusty and dirty conditions; handle and store hazardous materials; clean and maintain a safe working environment
- **Must have a valid driver's license**
- **Must successfully pass a criminal, credit and public records background checks conducted by the Idaho Lottery**

Preferred candidates will have:

- The ability to pay attention to detail and effectively and efficiently manage deliverable deadlines
- Certification in operating equipment, including forklifts, pallet jacks, hand trucks or dollies, or willingness to obtain certification
- Good communication skills, both written and verbal

This part time position is located at the Idaho Lottery Warehouse in Boise. Pay for this position is between \$10.00 and \$11.00 per hour.

To apply, please send a resume of work history and cover letter explaining your qualifications and desire for this job to jobs@lottery.idaho.gov or send via mail to Idaho Lottery, 1199 Shoreline Lane, Suite 100, Boise, Idaho 83702, Attn: Jennifer Quinno-Miller. Job closes on Friday, March 24, 2017. Submissions received after this date will not be considered.

****In your cover letter, please explain your desire for part time work and how the listed hours fit with your schedule.**