

STORE OPERATIONS · JD-EMK-20

Receiving & Inventory Clerk

JD NUMBER	JD-EMK-20
FLSA STATUS	Non-Exempt
EEO CATEGORY	Administrative Support Workers
REPORTS TO	Senior Store Manager
LOCATION	Emmonak, AK
SUPERVISES	N/A
DEPARTMENT	Retail

POSITION SUMMARY

The Receiving & Inventory Clerk is responsible for receiving, checking, and logging all merchandise deliveries arriving at the Emmonak Corporation Store by air freight and barge, maintaining accurate inventory records, and supporting the Store Manager with stock replenishment and vendor invoice reconciliation. Given the critical role of the store's remote supply chain, this position requires exceptional attention to detail, organized record-keeping, and the ability to work efficiently during high-volume barge delivery periods. The Receiving & Inventory Clerk directly supports store profitability by minimizing inventory discrepancies and preventing shrinkage.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Receive and verify all incoming merchandise deliveries against purchase orders and shipping manifests; document discrepancies and damaged goods.
- Process received inventory in the POS/inventory management system promptly and accurately.
- Organize and stock the receiving area, back-stock storage, and walk-in cooler/freezer per FIFO rotation principles.
- Conduct cycle counts and periodic full physical inventory; reconcile counts against system records and report variances to the Store Manager.
- Coordinate with air freight and barge delivery contacts on delivery schedules and manifests.
- Maintain receiving log and filing system for all purchase orders, invoices, and delivery documentation.
- Assist the Store Manager in identifying slow-moving inventory and suggesting markdown strategies.
- Process vendor return authorizations and track credit memos for damaged or incorrect merchandise.
- Monitor minimum stock levels and prepare replenishment orders for Manager approval.
- Assist Store Clerks with stocking shelves during high-volume periods.
- Maintain cleanliness and organization of the back room, receiving dock, and storage areas.

REQUIRED QUALIFICATIONS

- High school diploma or GED.
- One (1) or more years of experience in receiving, warehouse, or inventory management.
- Basic proficiency with inventory or point-of-sale systems and spreadsheet software.
- Strong attention to detail and accuracy in data entry and physical counting.
- Ability to lift up to 50 lbs and operate hand trucks and pallet jacks.
- Willingness to work in Emmonak, AK.
- Working proficiency in Microsoft 365 (Excel, Outlook, Teams) for inventory and receiving reports.

PREFERRED QUALIFICATIONS

- Alaska Native descent, particularly Emmonak Corporation shareholder or descendant.
- Experience with remote Alaska retail or barge supply chain operations.
- Yup'ik language proficiency.
- Forklift certification.
- Familiarity with food safety storage requirements for grocery inventory.
- QuickBooks Online familiarity for inventory cost reconciliation.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Must be able to lift up to 50 lbs, operate hand trucks and pallet jacks, stand and move throughout the work shift, work in refrigerated storage areas, and assist with outdoor freight receipt in cold weather conditions during barge delivery season.
Work environment	Emmonak, AK Emmonak Store. On-site required for barge and air-freight receiving, inventory counts, and stockroom management. Physical work; lifting and pallet-jack operation typical.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native–owned 8(a)–pursuit firm and a Buy Indian Act–qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT	SUPERVISOR APPROVAL
Signature	Signature
Printed name	Printed name
Date	Date