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Inventory Control Assistant

Seasonal, Part-time, approximate starting and ending dates: 5/1/21 to 11/10/21

Job Summary:

The Inventory Control Assistant will work with the Inventory Control Manager to manage the inventory control system, maintain product data, rectify miscalculations and deliver products throughout the property from Central Storage or as the product is delivered to Bay Point.

Duties and Responsibilities:

- Performs inventory tasks throughout resort
- Physically counting food, merchandise, supplies and products, etc.
- Distribute food, merchandise, supplies and products to various locations throughout the resort
- Accurately count food, merchandise, supplies and products on a weekly and monthly basis
- Accept, verify and sign for delivery of food, merchandise, supplies and products from distributors
- Place food, merchandise, supplies and products in proper location after verifying delivery
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

Skills and Qualifications:

- Strong customer service skills
- Possess an outgoing personality
- Ability to communicate professionally and effectively
- Ability to maintain composure in a fast-paced environment.
- Ability to follow directions.
- Ability to load and unload golf cart and to drive golf cart safely without supervision. Must had driver's license to operate golf cart.
- Keyboarding skills
- Familiar with Word and Excel.
- Must be able to work a flexible schedule based on operational needs including nights, weekends and holidays.
- Physical requirements are as follows: standing, sitting, hearing, speaking, reaching, lifting, pushing and carrying up to 50 pounds, bending and walking.
- Be able to stand on your feet for several hours.
- Flexible work environment requiring adaptability to demanding, fast-paced, noisy and temperature fluctuations.
- Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
- Any offer of employment will be contingent up satisfactory completion of background verification.

Bay Point Resort and Marina is an Equal Opportunity Employer