

Purchasing & Travel Agent

JOB SUMMARY:

This position performs a variety of clerical and administrative duties for the Tribe such as: processing purchase orders, tracking supplies and maintain an inventory of Tribal assets by following established guidelines and procedures set forth by Tribal Council. This position is also responsible for meeting the travel needs of Tribal Council and Staff by handling various tasks related to travel arrangements.

SALARY RANGE:

\$48,000 - \$58,000 per year / \$23.07 - \$27.88 per hour

BENEFITS:

The Tribe offers a competitive benefits package that includes: health, dental, 401k, along with a generous paid leave package.

PRINCIPAL DUTIES:

- Administer the Tribe's property and supply procedures system, including compliance with tribal and federal procurement standards, rules and regulations that pertain to programs and operations.
- Perform administrative duties, including entering purchase orders & posting deliveries in the accounting system and scanning receipts. Order and receive all goods including; obtaining quotes (when necessary), ordering, receiving, and completing requisitions, and compare supplier bills with purchase orders in order to verify accuracy when shipments arrive to ensure that orders have been properly filled and goods meet specifications.
- Conduct comparative analysis on pricing, specifications, verifying accuracy, terminology and delivery dates in order to determine the best bid among potential suppliers. Track the status of requisitions orders and contracts, and serve as primary contact for questions and follow-up to suppliers in order to schedule, expedite deliveries or solve issues.
- Adhere to inventory management policy by maintaining an up-to-date record of assets.
- Maintain knowledge of all organizational and governmental rules affecting purchases and provide information about changes in rules and regulations to the Office Manager, staff and vendors.
- Compile information necessary to process orders for procurement of materials and services, and ensures accuracy of all invoices, receipts, purchase order and requisitions for accounts receivable before forwarding credit card statements and invoices to the Finance Department.

- Maintain administrative supplies inventory and ordering more supplies when necessary. Locate and evaluate suppliers using a variety of sources available, by considering price, quality, availability and other criteria. Maintain purchase orders and purchasing files
- Pursuant to the established Tribal travel policy, make travel arrangements and provide detailed itinerary for staff and Tribal Council members. This includes making conference registration, hotel, airfare, car rental, ferry reservations, etc.

MINIMUM POSITION QUALIFICATIONS:

- High School Diploma/GED.
- Three years' experience in an office environment.
- Knowledge of procurement policies, procedures and practices.
- Proficient with Microsoft Office, with emphasis with Word, Excel and Outlook.
- Experience with making travel arrangements

PREFERRED QUALIFICATIONS:

- Associate's Degree
- Five years' experience in an office environment

TRAINING:

Training may be available for "qualified" candidates who do not possess all of the minimum qualifications. The applicability of this approach will be determined during the candidate interview process.