

**SHOALWATER BAY INDIAN TRIBE  
JOB OPENING**

**Job Title:** Procurement Agent  
**Department:** Accounting  
**Reports To:** Tribal Administrator  
**FLSA Status:** Non-exempt

**SUMMARY:** Develops and maintains purchasing procedures in compliance with Federal Grant requirements. Makes purchases, acquires goods and products that Directors request be ordered or purchased. Maintains disqualified contractor list. Keeps inventory of Administrative Office supplies. Verifies and keeps records of incoming purchases, outgoing returns and prepares items for shipment. Provides administrative support to administrative personnel, including special projects, office work flow; ie fill in Receptionist. May perform duties of a sensitive and confidential nature. Will have general knowledge of government processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Completes purchase orders, by ordering, tracking and distributing orders.
- Follows purchasing and procurement procedures under federal grant requirements.
- Maintains disqualified contractor list.
- Follows competitive bid process with RFP
- Tracks office supplies and re-orders supplies when needed.
- Covers front desk Receptionist duties when Receptionist is out by answering telephone, screen callers, relays messages, and greets visitors.
- Operates office equipment such as photocopier, fax machine, and calculator; coordinates the servicing of equipment.
- Help to develop and implement receiving systems

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) required; AA degree or higher preferred, or three to five years related experience and/or training; or equivalent combination of education and experience.

**AT-WILL EMPLOYMENT:** The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

**ADDITIONAL INFO:** Full time, (40 hours a week) position, Full benefits available. Hourly pay is DOE. Contact HR for additional info, and full job description. [Jsmith@shoalwaterbay-nsn.gov](mailto:Jsmith@shoalwaterbay-nsn.gov) 360-267-8109. Application packet will include fully completed SBIT application, resume if available and 3 references.