

**SHOALWATER BAY INDIAN TRIBE
JOB OPENING**

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

SUMMARY: Makes purchases, acquires goods and products that Directors request be ordered or purchased. 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.

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

- Completes purchase orders, by ordering, tracking and distributing orders.
- 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); or one to three months 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: Work hours for this position may be flexible based upon needs of the applicant and can be negotiated. Full benefits available. Hourly pay is DOE. Contact HR for additional info, and full job description. Jsmith@shoalwaterbay-nsn.gov 360-267-8109. Application packet will include fully completed SBIT application, resume if available and 3 references.