



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Procurement Specialist
Department:	Accounting
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Accounting/Finance Controller
Closing Date:	12/7/2022

GENERAL DESCRIPTION:

Procurement Specialist responsibilities include researching new suppliers, ensuring that all purchased products and materials meet our specifications and negotiating with vendors as needed. Making all travel arrangements Tribal staff and Council.

Ultimately, you will work with our Directors to understand the needs of our organization and ensure we achieve our supply goals in a timely manner.

QUALIFICATIONS:

- High School Diploma or GED, Associates degree in Business preferred

- Requires a high level of personal integrity and ethics
- Requires excellent communication, interpersonal, negotiation, problem solving and organization skills
- Must be able to maintain confidentiality
- Requires willingness and ability to learn new skills, including travel to conferences and training sessions.
- Requires ability to use Microsoft Office Suite programs with business application software, purchasing and resource planning systems
- Requires good interpersonal, communication and teamwork skills.
- Requires a high level of confidentiality
- Requires excellent verbal and written communication skills
- Must have own transportation and clean driving record- may be required to drive GSA vehicle or tribal vehicle to meeting or training.

DUTIES AND RESPONSIBILITIES:

- Researching and identifying prospective suppliers
- Liaising with internal project teams and maintaining strong supplier relations
- Evaluating products and suppliers according to key business
- Prepare proposals, request quotes and negotiate purchase terms and conditions
- Prepare and issue purchase orders and agreements
- Monitor supplier performance and resolve issues and concerns
- Inspect and evaluate the quality of purchased items and resolve shortcomings
- Analyze industry and demand trends and support senior management with the development and implementation of sourcing strategies

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.