



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



# Job Description

## Purchasing Specialist

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Purchasing Specialist**  
Supervisor: Budgets, Grants & Contracts Officer  
Location: Accounting Department  
Work Info: Full Time: 40 Hrs./Week (M-F)  
Salary: \$35,000 - \$42,500

**POSITION SUMMARY:**

The Purchasing Specialist is responsible for reviewing and approving all purchase requisitions to ensure compliance with tribal policies, uniform guidance, budgetary considerations, accounting standards and federal laws. Responsibilities will include identifying, analyzing, and resolving purchasing issues while identifying cost saving opportunities and process improvements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Review purchase requisitions for accuracy and compliance
- Assign purchase orders and make adjustments when necessary
- Purchase goods and services as requested on purchase requisitions
- Monitor compliance and timely processing of the purchasing credit cards
- Ensure competitive bidding within policy requirements
- Assist with preparation, analysis, and negotiation of Requests for Proposals (RFP)
- Track and develop reports to identify progress of cost saving initiatives and process efficiencies
- Follow through the purchasing processing for on time deliveries and timely receipt processing
- Other duties as assigned

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Demonstrated ability to work well independently and as a part of a team environment with proven ability to assist and support in the development of team decisions and program policies
- Must be able to communicate clearly and effectively
- Knowledge of Microsoft Excel, Word, Outlook, and purchasing software is required
- Must maintain a high level of professionalism
- Possess office skills, e.g. record keeping, filing, etc., and be proficient in the use of computers
- Must understand and be committed to client confidentiality

**WORK ENVIRONMENT:**

- Office setting

**PHYSICAL DEMANDS:**

- Must be able to lift 50 lbs.
- Prolonged periods of sitting at a computer

## **SUPERVISORY RESPONSIBILITY:**

- N/A

## **QUALIFICATIONS:**

### **Required Qualifications:**

- High School diploma or GED
- Four years of experience in accounting, finance, purchasing management or related business field

### **Preferred Qualifications:**

- Associates degree in a related field
- Experience in purchasing

## **GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License; please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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