

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Purchasing Agent/Property	Posting Date:	3/5/2019	Closing Date:	3/19/2019
Department:	Contract Specialist	Status:	Regular Full-Time		
Duty Location:	Carnegie, OK	Salary:	\$12.00 - \$18.00 per hour		

Job Summary:

Coordinate and participate in the following functions for the Kiowa Tribe:

1. Procuring & Purchasing Goods and Services
2. Oversee the procurement processes
3. Assists with property management of real and personal property

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k).

Qualifications:

- Associates degree in business administration or General High School Diploma with 4-6 years experience -in procurement and property.
- Knowledge of Computers, hardware/software in procurement/property or the willingness to learn.
- Knowledge of Microsoft Office Suite software and Outlook/E-Mail.
- Knowledge of governmental regulations that deal with the federal acquisition process and property management system (i.e. Federal Acquisition Regulations (FAR), CFR 41, Property Management, GSA Utilization Program, etc.) or any organization you have worked for that had internal regulations governing the procurement/property system.
- Knowledge of purchasing, contracting, and property management systems.
- Experience with working relationship with vendors
- Must be able to communicate effectively with your supervisor, and with external and internal clients.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's liability Insurance obligations.
- Must submit to a pre-employment back ground check.
- Must submit to pre-employment drug and alcohol testing.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org