

# 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](http://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:	<b>Procurement Clerk</b>	Posting Date:	<b>3/5/2019</b>	Closing Date:	<b>3/19/19</b>
Department:	<b>Procurement</b>	Status:	<b>Regular Full-Time</b>		
Duty Location:	<b>Carnegie, OK</b>	Salary:	<b>\$8.00 - \$10.00 per hour</b>		

## Job Summary:

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

Clerk for the procurement/property office will perform clerical functions involving procurement, property, supply, vehicles, and the mail-room.

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 of General High School Diploma with 2-4 years experience in clerical procedures.
- Knowledge of computers, hardware/software in procurement/property or the willingness to learn.
- Knowledge of Microsoft Office Suite software and Outlook/Email.
- Knowledge of office machines and equipment (i.e. copier, fax, telephones, label makers, etc.

**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	<a href="mailto:hr@kiowatribe.org">hr@kiowatribe.org</a>