

Fort Belknap Indian Community
656 Agency Main Street
Harlem, MT 59526

<u>TITLE:</u>	Procurement Technician	<u>STATUS:</u>	Permanent/Full time
<u>PROGRAM:</u>	Property & Supply	<u>WAGE:</u>	\$21.00 hr
<u>DEPARTMENT:</u>	Procurement	<u>LOCATION:</u>	Procurement Office

Supervision received: Incumbent works under the general supervision of the Procurement Officer & Procurement Clerk I.

General description: Incumbent will do physical program inventories and other duties as requested by supervisor(s).

1. **Inventory** – Will keep an inventory log of Tribal assets, vehicles, capital outlay assets and buildings. A physical inventory shall be done on the programs every 1-2 years.
2. **Errands** – At times, may need to travel to pick up supplies or run errands.
3. **Billing** – Completes a monthly invoice for the programs that charge supplies and postage. Records the monthly billing of Electric and Telephone bills.
4. **PO's** - Will learn and do Purchase Orders when needed if Procurement Clerk I & II are out.
5. **Mail** – Will log incoming mail/checks for Council and Programs. Mail run to Harlem (as needed).
6. **Other** - Perform others duties that can reasonably be expected to promote the efficiency of the department and the Tribal Government.
7. **Customer Service** - Will assist people coming in for supplies & mail (as needed). Must be respectful to all persons entering the Procurement Office.
8. Fill in as the Director as needed.

KNOWLEDGES, SKILLS AND ABILITIES

Must possess a working knowledge of general office equipment & customer service skills. Incumbent must be able to manage multiple tasks simultaneously and communicate effectively, both orally and in writing. Position requires computer knowledge and ability to utilize various software programs.

EDUCATION: Incumbent must possess a High School Diploma or General Education Diploma.

BACKGROUND CHECK: Must complete documents and pass a background check.

EXPERIENCE: Incumbent must possess knowledge of filing systems.

SPECIAL CONSIDERATIONS:

1. Must be able to lift heavy objects (30-50 lbs.).
2. Must be bondable.
3. Must possess a Montana Driver's License.