

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

TITLE: Procurement Clerk II

STATUS: Permanent

PROGRAM: Property & Supply

WAGE: \$14.00 per hr.

DEPARTMENT: Procurement

LOCATION: Procurement Office

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

General description: Incumbent will distribute purchase orders & mail, do inventory, run errands and other duties as requested by supervisor.

1. **Customer Service** - Will assist people coming in for supplies & mail. Must be respectful to all persons entering the Procurement Office.
2. **Stocking** – As supplies depletes on shelves, incumbent will restock and notify the Procurement Clerk I when Items need to be ordered.
3. **Errands** – Contracts & other paper work need to go back and forth between the Tribal Office and P&S. Incumbent will do the errands as needed.
4. **Inventory** – Will assist with inventory (pricing, unloading of incoming /outgoing shipments, etc.) Will also assist in tagging of inventory in the different offices.
5. **Ordering** – Will learn to order supplies.
6. Will learn and do Purchase Orders when needed if Procurement Clerk I is out.
7. Perform others duties that can reasonably be expected to promote the efficiency of the department and the Tribal Government.
8. Answering phones and taking messages 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 including Excel.

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 customer service skills.

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.