

**MIAMI NATION  
JOB ANNOUNCEMENT**

**POSITION TITLE:           PROCUREMENT CLERK**  
**STATUS:                    FULL-TIME**  
**CLASSIFICATION:         NON-EXEMPT**

**DATES OF POSTING PERIOD: DECEMBER 22, 2020 – JANUARY 12, 2021**

**POSITION SUMMARY:** This position will perform duties related to procurement while ensuring that items purchased are cost-effective, high quality and allowable per applicable policies and regulations. Procurement is an accounting function and under direct supervision of the Chief Financial Officer and the indirect supervision of the Accounting Manager. This position will be located at Miami Tribal Headquarters.

**MAJOR JOB FUNCTIONS:**

- Reviews purchase orders for accuracy (permissible in budget, Procurement Policy)
- After receiving purchase orders, determines if items can be purchased or if bids are required before purchase
- Purchase items, after comparing pricing, vendors and dates items are needed to ensure the items purchased are the cost-effective and of superior quality
- Acquire bids following applicable policies and regulations; submit to requesting department for review and selection
- Purchase items selected from bids provided
- Maintain inventory as directed
- Check packing lists and invoices for accuracy

**OTHER JOB FUNCTIONS:**

- Create and maintain vendor database
- Data entry duties for inventory and vendor databases
- Enter requisitions as needed
- Ensures items have MTOK property labels, as per Procurement Policy
- Other duties as assigned

*This position includes, but is not limited to, the job functions listed above.*

**MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- Previous PROCUREMENT/PURCHASING experience REQUIRED/PREFERRED
- A minimum of two years experience working in a fast-paced office environment
- General knowledge of the operation of office machines, such as facsimile, copier, etc.
- Must be computer literate specifically with Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must possess excellent communication skills, both written and oral
- Must have the ability to work in a fast-paced environment, multi-task and meet deadlines
- Must have the ability to work well with a team
- May occasionally be required to work beyond normal working hours
- May be subject to criminal background investigation
- Must possess a driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

***DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.***

***Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy.***

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Miami Tribe of Oklahoma  
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