



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 145-22

OPENING DATE: 09/16/2022

CLOSING DATE: 09/30/2022

POSTED: IN/OUT

POSITION: Procurement Assistant
PAY GRADE: NE4 (\$14.52/hr. - \$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Procurement
REPORTS TO: Procurement Director
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Contributes to the efficient daily operation of Procurement Department by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Analyzes purchase requisitions for accuracy, clarity, delivery information, taxes, shipping costs, and authorization.
- Processes requisitions; prepares and issues purchase orders; places orders by mail, phone, or fax; confirms orders.
- Maintains memberships and credit cards; issues credit cards to requesting POI department, maintains logs, assists AP with billing inquiries; fills out credit applications for new accounts as required.
- Maintains cell phone user accounts by issuing cell phone user agreements; ordering equipment, activating phones; assisting employees; reconciling monthly bills. Processes paperwork through accounts receivable for employee charges.
- Establishes and maintains an effective filing and retrieval system of departmental communication and information including: POs, PRs, back-up documentation, W-9s, vendor information, credit applications, cell phone user agreements, and other information.

- Maintains bottled water account by receiving invoices; verifying POs and submitting payment information to Treasury department; ensuring timely delivery of product.
- Obtains W-9 to set up new vendors; contacts vendors to set up employee's on-line access to obtain item prices.
- Scans PO's and back-up documents into electronic filing system; provides AP with original back-up documents for their files; emails fixed assets copies of all PO's and back-up documents.
- Accepts proposals; date/time stamp when received.
- Issues and receives bid documents; accepts and returns required deposit.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Edits and reviews all correspondence and documents for correct grammar, punctuation, and spelling.
- Receives invoices and receipts; verifies PO number is correct and submits for payment.
- Obtains travel quotes as needed.
- Reviews travel paperwork to ensure signatures and accurate and necessary information; upon approval makes travel arrangements and issues confirmation to employee; submits paperwork to Treasurer for per diem and payment.
- Reconciles the monthly credit card statement as needed.
- Conducts research to resolve operational questions or issues.
- Arranges travel, prepares and submits travel-related documents; maintains travel information as necessary.
- Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel or department, ensuring professional telephone etiquette.
- Screens incoming calls and correspondence; exercises judgment and responds accordingly; receives, sorts, logs, and routes mail.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel maintaining professional and courteous demeanor.
- Works with other staff members on the scheduling of events and activities.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Photocopies, collates, distributes, and files documents.
- Transmits outgoing faxes, and retrieves, logs, and distributes incoming faxes.
- Functions as Notary Public as required.
- Maintains inventory of office supplies.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Three years' related experience.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.

- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets, database and procurement software programs in a Windows environment.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to learn procurement software program.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to work independently with minimal supervision.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.