



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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### **VACANCY ANNOUNCEMENT**

**POSTING NO: 145-22**

**OPENING DATE: 09/16/2022**

**CLOSING DATE: Open Until Filled**

**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

**POSTED: IN/OUT**

**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.