



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Procurement Clerk Part-time-20 hours/wk.  
**SUPERVISOR:** Executive Assistant/Procurement Specialist  
**LOCATION:** Peter Christensen Health Center  
**POST DATE:** January 6, 2023  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to order clinical supplies and maintain inventory. This position is also responsible for researching, locating, and engaging with new vendor sources to secure a continuous stream of supplies.

**Qualifications:** High School Diploma or equivalent required. Knowledge of medical supplies is required. Some post-secondary education and/or experience working in a healthcare setting preferred.

**Salary:** \$17.00-\$20.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians  
Nonexempt Position Description**

**A. TITLE OF POSITION:** Procurement Clerk

**B. DEPARTMENT:** Peter Christensen Health Center

**C. SUPERVISOR'S TITLE:** Executive Assistant/Procurement Specialist

**D. DESCRIPTION OF DUTIES:** The Procurement Clerk is responsible for ordering clinical supplies and maintaining inventory. This position is also responsible for researching, locating and engaging with new vendor sources to secure a continuous stream of supplies. Specific responsibilities include but are not limited to:

1. Process requests for orders of stock and supplies from staff and departments.
2. Responsible for processing supplies and stock as received pursuant to purchase orders.
3. Assist Supervisor with preparing purchase orders and reviewing requisitions for good and services with the exception of pharmaceutical inventory, retail optical and laboratory supply, when requested.
4. Purchase the highest quality merchandise at the lowest possible price and in correct amounts while following the Tribal Property and Procurement Policies and Procedures.
5. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
6. Maintain and review computerized or manual records of items purchased, costs, deliveries, product performance, and inventories.
7. Write and review product specifications, maintaining a working technical knowledge of the goods or services to be purchased.
8. Keep track of stock and maintain necessary supply levels reviewing department supply daily and maintain consistent inventory levels in designated clinical area assuring adequacy.
9. Request pricing from vendors via phone, fax, or online entry. Maintains files and source documents.
10. Communicates with all departments in relation to requisitions and orders that are in process; reviews back-orders and keeps departments informed.
11. Checks shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
12. Requires minimal supervision in performance of job duties; is a self-starter.
13. Develops specific goals and plans to prioritize, organize, and accomplish work in a timely manner.
14. Attend and participate in any required trainings, meetings or other committees as directed.
15. Works towards achieving implementation of AAAHC certifications and conducts appropriate follow-up.

16. Other duties as assigned to support the overall effectiveness of the department and organizational performance in accordance with Peter Christensen Health Center's mission and vision.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Must be able to work in a team atmosphere and have excellent communication and organizational skills.
2. **External:** Must maintain professionalism with vendors, staff, hospitals, community resources, public health departments and all other agencies deemed necessary to provide comprehensive patient care.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** Executive Assistant/Procurement Specialist

**H. EDUCATION:** High School Diploma or equivalent is required.

**I. EXPERIENCE:** Knowledge of medical supplies is required. Some post-secondary education and/or experience working in a healthcare setting preferred. Working Microsoft Office knowledge.

**J. SKILLS:**

1. Excellent attention to detail.
2. Basic computer skills including knowledge of MS Word, Excel, and Outlook.
3. Good verbal and written communication skills.
4. Good interpersonal skills with an ability to work as an effective member of a team.
5. Basic math skills including the ability to add, subtract, multiply, and divide.
6. Understanding and implementation of HIPAA standards. Maintain confidentiality.
7. Obtain HeartSaver certification within six months of employment and maintain bi-annually thereafter.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Fast paced clinical office setting.
2. **Exposure to Hazards:** May be exposed to situations where a patient's behavior may create undesirable conditions. Daily exposure to bodily fluids and communicable disease is possible.
3. **Physical Requirements:** Prolonged sitting with occasional standing and walking. Bending, kneeling, occasional climbing, reaching, stooping, occasional pushing/pulling, reaching and twisting. Lifting up to 50 lbs.; occasionally and operating office equipment.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Procurement Clerk to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will

