

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Agnes Gonzalez
Tribal Chairperson

Mickey Gemmill Jr.
Tribal Vice Chairman

Tracy Eleck
Tribal Secretary

Brandy McDaniels
Tribal Treasurer

Charles White
Tribal Administrator

Position Description

Position Job: Receptionist/Purchasing Agent
Department: PRT Finance
Reports To: Chief Financial Officer
Status: Salary Non-Exempt Fulltime Permanent
Salary Range: \$16-\$18/HR DOE

SUMMARY:

This position encompasses two part-time positions in to one including serving as the PRT Finance departments Purchasing agent as well as Receptionist. Responsible for the timely and cost-efficient purchase and delivery of all vendor goods to Tribal Departments as well as functioning as the Department's Receptionist checking in and routing customers/vendors and Tribal Council visitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Review all proposed and received orders to ensure vendor compliance and recommend vendor changes when necessary.
- Ensure that all purchase requests have been approved in accordance with authorized approval levels.
- Prepare and process purchase orders to comply with established purchasing procedures and maintain appropriate files.
- Ensure that all purchase terms and discounts are adhered to.
- Work with vendors to ensure the quality of goods purchased meets the Company's standards.
- Coordinates and processes all Return-To-Vendor requests.
- Processes all claims for damaged goods received.
- Adhere to the approved vendor lists.
- Responsible for maintaining a consistent, regular attendance record.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

AA or Bachelor's degree in Accounting, Business Administration or related area; or four to six years related experience and/or training; or an equivalent combination of education and experience.

SPECIAL QUALIFICATIONS:

Minimum of three years in company purchasing or related area. Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented and computer-literate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from all vendors of the company. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The Employee is regularly exposed to risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system. The noise level in the work environment is usually moderate.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: *The Pit River Tribe is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor. The Tribe shall, however, exercise a policy of Tribal Indian preference as provided in Personnel Policy No. 3 – Recruitment and Hiring.*

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal

effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Please send resume, cover letter and certifications to:

Human Resources Department

36970 Park Avenue

Burney, California 96013

(530)335-5421

(530)335-3140 Fax

twilson@pitrivertribe.org

<http://pitrivertribe.org/>

Posted : 07/31/2019

Closing : 08/31/2019