

Sisseton-Wahpeton Oyate

Job Description

Job Title: Insurance- Inventory Specialist

Reports to: Property & Supply Manager

This position is responsible for the maintenance and management of Sisseton-Wahpeton insurance and Program inventory. The Specialist will oversee the billing and claims of damages within tribal properties and vehicles. Individual will also complete all general inventory of Tribal equipment, supplies, and vehicles.

Duties and Responsibilities:

1. Create and maintain database for inventory of items \$10,000 and above.
2. Create and maintain a database of insurance bills and claims.
3. Organize and keep up-to-date on insurance payments to providers.
4. Keep record and maintain filing system of paid and unpaid invoices to Tribal programs.
5. Create and deliver insurance invoices to programs.
6. Deliver service notices to Managers to ensure proper payments.
7. Visit Programs and assess equipment, supplies, and vehicles bi-yearly.
8. Complete yearly inventory reports on Programs with Program signatures of review.
9. Send out inventory reports at the beginning of year to all Managers.
10. Work with Insurance provider updating equipment and building assessments.
11. Update database on missing or damage items for inventory report.
12. Assist Data Entry Specialist with payment information.
13. Be flexible and prepared to work in stressful situations and high paced environments
14. Show willingness to work alone or as a team when cooperating with others as needed.
15. Communicate with all department staff regarding purchases needed for tagging and for inventory reporting.
16. Attend meetings within department and others as requested by Managers
17. Have reports and records prepared for weekly reviews and/or monthly reporting.
18. Other duties as assigned by supervisor.

Qualifications:

1. High School Diploma/ GED Required.
2. 2 years of experience working with Microsoft Word and Excel.
3. 2 years of experience of clerical duties (Filing, reporting, writing).
4. Must work and communicate in courteous, cooperative manner with employees and general public.