

Sisseton-Wahpeton Oyate

Job Description

Job Title: Acquisition and Distribution Specialist II

Reports to: Acquisition and Distribution Manager

Summary:

The primary job duties are responsible for in store purchasing and deliveries to programs and departments. Duties also include tracking incoming and outgoing packages as they arrive. All duties must be in accordance with the Tribal Accounting Manual.

Duties:

- Travel to different store locations for purchasing equipment, materials and supplies
- Deliver packages to proper programs and departments in a quick efficient manner
- Assist with tracking incoming and outgoing packages
- Maintain purchasing documentation for tracking and inventory
- Assist with tracking inventories with appropriate documentation
- Correspond with programs and departments regularly and in a timely manner to ensure good communication
- Assist with Annual Inventory and schedule
- General Fund in-house supply and billing
- Acquisition-receiving all checks and set up pick-up orders at Retail Stores
- Perform other duties as assigned by Acquisition and Distribution Manager

Qualification Requirements

- High School Diploma or GED
- Experience in purchasing and delivery
- Experience in receiving and inventory control
- Valid Driver's License and SWO Driver's License
- Willing to learn different data and inventory software
- Detail orientated and prioritizing tasks
- Able to lift and carry up to 50 lbs.
- Must maintain professionalism
- Ability to communicate clearly with coworkers and the public
- Ability to be a team player
- Ability to organize and maintain filing and office supply systems
- Self-motivated and able to work with minimal supervision
- Occasionally have to stay after 4:30 for trucks delivering orders/inventory

Approved



Date

12/3/20

Acquisition and Distribution Specialist II