



MISSISSIPPI BAND OF CHOCTAW INDIANS

PROCUREMENT OFFICE

P. O. Box 6277
129 TRIBAL DRIVE
CHOCTAW, MS 39350
(601) 650-1534

PURCHASING OFFICER: (601) 650-1510
FAX: (601) 650-7403

JOB ANNOUNCEMENT # 031007

Position Title: Associate Buyer

Supervisor: Purchasing Manager

Salary Range: Grade 7

Opening Date: JANUARY 24, 2020 **JAN 24 2020**

Closing Date: FEBRUARY 07, 2020 OR UNTIL FILLED

General Description of Position:

The Associate Buyer is responsible for assisting the Procurement Officer and Purchasing Manager in the procurement of goods and services for tribal programs and departments and ensuring all purchases are made in accordance with the best interest of the Tribe as outlined in the Procurement Policies. This position is also responsible for complying with all Tribal and Federal laws governing procurement of goods and services as well as ensuring contractual compliance in regard to procurement under contracts and grants.

Duties & Responsibilities:

The duties and responsibilities of the Associate Buyer include:

1. Accurately typing and verifying purchase orders on a daily basis.
2. Establishing and maintain effective, professional relationships with vendors and program personnel.
3. Making requests for prices and/or services from vendors.
4. Comparing multiple vendor prices to best accommodate the tribal programs.
5. Working closely with Program Directors and Department to facilitate orders.
6. Maintaining accurate files and records as needed.
7. Assist with sending out and receiving purchase orders. Emailing and faxing of approved purchase orders.
8. Ensuring all procurement policies are followed in accordance with Tribal and Federal laws.
9. Following up with departments in regard to consumer satisfaction and keeping accurate records of vendor deficiencies.
10. Other duties as assigned by the Purchasing Manager/ Procurement Officer.

Physical Location: The Associate Buyer shall maintain an office at the Procurement Office Building.

Qualifications:

The minimum qualifications for the position of Associate Buyer are:

1. Associate Degree and 2 years experience in a procurement role or High School diploma/GED and 5 years experience in procurement/property role. A combination of education and experience will be considered.
2. Experience in the operation of a personal computer, spreadsheeting, and word processing.
3. Ability to conduct oneself in a professional manner and must possess excellent interpersonal skills.
4. Ability to work well under deadlines and administrative pressures.
5. Excellent written and oral communication skills.
6. Must have a reliable transportation and possess a valid driver's license and automobile liability insurance.
7. Preferential treatment will be extended to qualified Indian applicants.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350