



MISSISSIPPI BAND OF CHOCTAW INDIANS

OFFICE OF FINANCE & ACCOUNTING

P.O. BOX 6090  
CHOCTAW, MS 39350  
PHONE: (601) 650-1522 / FAX (601) 656-4839

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**JOB ANNOUNCEMENT #131007**

**POSITION TITLE:** Procurement Manager  
**SUPERVISOR:** Chief Financial Officer  
**SALARY RANGE:** Negotiable  
**TYPE OF EMPLOYMENT:** Regular, Full-time, Exempt  
**JOB LOCATION:** Procurement Office Building  
**OPENING DATE:** March 5, 2026 **MAR 05 2026**  
**CLOSING DATE:** **MARCH 19, 2026 OR UNTIL FILLED**

**SCOPE OF SERVICE:**

The Procurement Manager is responsible for managing the purchasing process to ensure MBCI obtains high-quality goods and services at competitive prices while maintaining compliance with all applicable policies, regulations and ethical standards.

This role oversees vendor relationships, public bids, negotiates contracts, and supports MBCI programs in fulfilling procurement needs efficiently and effectively. This position also oversees MBCI's property management functions, including asset management in accordance with federal grant guidelines. Property management functions to ensure accurate tracking, inventory control, and proper disposition of assets.

**DUTIES AND RESPONSIBILITIES:**

1. Plan, implement, and coordinate procurement and property management with tribal programs and activities.
2. Provide leadership, guidance, training and performance oversight to staff. Assign tasks, monitor workloads, and ensure staff compliance with tribal administrative policies.

"CHOCTAW SELF-DETERMINATION"



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3. Ensure all procurement and property management activities comply with MBCI policy, tribal laws, federal regulations and funding source requirements. Stay up to date on latest federal guidance relating to procurement.
4. Execute the full procurement cycle, including sourcing, bidding, evaluation, selection, and contract negotiation.
5. Monitor purchases requisitions for accuracy and compliance with funding requirements.
6. Evaluate suppliers based on quality, pricing, delivery performance, and regulatory compliance.
7. Develop and issue Requests for Proposals (RFPs), Requests for Quotes (RFQs), and Invitations to Bid.
8. Maintain detailed purchasing and asset records to support audits and reporting obligations.
9. Promote ethical conduct, transparency, and accountability throughout the procurement process.
10. Research market trends, pricing and supply availability to support cost-effective purchasing decisions.
11. Conduct cost comparisons and secure quotes in accordance with the procurement policy. Provide recommendations for cost savings or process improvements.
12. Negotiate with suppliers, prepare procurement contracts, and make recommendations on contracts for routine services.
13. Maintain records detailing all tribal and government owned property and equipment.
14. Conduct physical inventory and report findings and discrepancies.
15. Reconcile property records with financial records of the tribe.
16. Maintain tag and title records on property including mobile homes, vehicles, vehicle trailers.
17. Ensure regular disposal of surplus vehicles and other assets in accordance with the procurement policy. Disposal may include presenting tribal resolutions for approval.



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18. Ensure newly purchased vehicles are inspected and equipped in accordance with department/program requirements.
19. Other duties as assigned.

### **WORK ENVIRONMENT**

The Procurement Manager shall maintain an office at the Procurement Office Building located in Pearl River Community. Working hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., with an hour lunch break. There may be times when asked to work after-hours and on weekends. There may be travel for training course or other duties, which may include driving a tribal vehicle or personally owned vehicle.

### **PHYSICAL DEMANDS**

The employee must occasionally lift and/or move up to 20 lbs. There may be prolonged period of sitting, keyboarding, and reading.

### **QUALIFICATIONS**

1. B.S degree in business administration, or equivalent, and minimum of 2 years of supervisory experience. Preference will be given to those who have 3 or more years' experience in procurement. A combination of experience and education will be considered.
2. Preference will be given to those who have experience in procurement and property management for state and federal government grants and contracts.
3. Must possess excellent written and oral communication skills.
4. Must possess knowledge of a personal computer, with experience in the use of spreadsheets and Word.
5. Must possess excellent interpersonal skills
6. Must possess a personal vehicle, liability insurance and a valid driver's license.
7. Ability to comply with Tribal Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.
8. Position is subject to random alcohol and drug testing.



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**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 persons(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 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.

**IF INTERESTED, SEND APPLICATION TO:**

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