



Elbowoods Memorial Health Care Centers

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Procurement Assistant
RESPONSIBLE TO: Procurement Manager
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center

POSITION SUMMARY: Under limited supervision, is assigned to support Buyers in various aspects of procurement. Processes and/or confirms purchase orders, blanket orders, and contracts and conducts follow up as requested by Buyers. Obtains new and updated certificates from insurance carriers and answers all questions regarding insurance requirements and policies. Analyzes and makes bid summary recommendations to buyers for major contracts based on time and material. Approves purchase orders. (Position includes but is not limited to the following):

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Issues verbal purchase orders of a low dollar and routine nature. Obtains telephone quotations, department specification clarification and delivery and follow-up information as required.
2. Reviews purchase orders for completeness and processes requisitions following department policy and procedure.
3. Ensures contractors' insurance reviews are up-to-date and in compliance with Purchasing policy and procedures.
4. Obtains new and updated certificates from insurance carriers. Handles all questions regarding insurance requirements and insurance policies.
5. Uses a variety of computer software programs in preparing and processing procurement documents for all maintenance and professional service contracts and blanket purchase orders as requested by using departments and buyers.
6. Maintains related records and/or databases.
7. Assists higher level buyers in providing follow-up services to departments as requested.
8. Analyzes and makes bid summary recommendations to buyers for major contracts based on time and material.
9. Acts as initial respondent to all phone calls regarding contracts and blanket orders. Refers the more difficult problems to Buyers.

10. Gathers information and prepares in proper format requested items requiring the purchasing division bid process. Forwards the information to the Purchasing division and monitors progress.
11. Maintains copies of department contracts and blanket orders. Uses e-mail to update staff of items pending procurement.
12. Acts as a central resource for current hardware and software equipment specifications for department programmer and user support staff, and purchasing division employees.
13. Discusses equipment specifications with vendors, and ensures that items received match the purchase order before forwarding the packing slip to Finance services for invoice payment.
14. Initiates and monitors the return of items received, including contact with suppliers as needed.
15. Updates the asset tracking and inventory system as new hardware and software is received.
16. Creates spreadsheets to track professional services and data communication expenditures within Information Technology.
17. Act as the finance and purchasing system contact for the department responds to questions and attends related training.
18. Use of computer software programs for preparing and processing procurement documents for service contracts as requested by using departments, municipalities and buyers.
19. And other duties as assigned.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of purchasing methods and procedures as designated by EMHC procurement office.
- Knowledge of record keeping methods and procedures applicable to purchasing, as well as some
- Knowledge of the application of bookkeeping principles and methods to the keeping of procurement records.
- Knowledge of supplies and materials utilized in office, technical, or maintenance operations.
- Some knowledge of purchasing laws of the State of North Dakota and state and EMHC purchasing rules and regulations.
- Ability to establish and maintain effective working relationships with EMHC officials and vendors.

QUALIFICATIONS AND EDUCATION:

- High School Diploma / GED, **REQUIRED**.
 - Have had two (2) full years of clerical experience either in a purchasing department or a related function, which included vendor contact, or preparing and processing contract documents, **PREFERRED**.
 - Excellent communication skills necessary, **REQUIRED**.

- Attention to detail necessary, **REQUIRED**.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Maintain hard copy and electronic filing system.
- Knowledge of principles and practices of organization.
- Operate standard office equipment.
- Familiarity with American Plains Native American culture, values, and traditions, **HELPFUL**.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Native American Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

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Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Native American Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.