



*13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • FAX (715) 634-4797 • HR Fax (715) 699-1209*

**\*Job Announcement\***

Position: **Purchasing Specialist I**  
Posting Date: December 9, 2020  
Closing Date: Open Until Filled  
Salary: Negotiable (D.O.Q.)  
Reports to: Purchasing Manager

Basic purpose or function: Assists the Purchasing team by processing properly completed purchase requisitions within a three-day window. Complies with Tribal and federal purchasing guidelines. Researches pricing and works with the Purchasing Manager to verify proper approvals are obtained for purchase requests and items are for budgeted expense. Coordinates and reconciles vendor invoices with Accounting, Compliance and requisitioner. Works as a team with Fixed Assets and Inventory Specialists.

**Job Responsibilities:**

- Hands-on participation in the Purchasing process to ensure purchase requests that are properly prepared and approved for goods and services are processed within a three day turn around.
- Issues purchase orders valued at less than \$10,000
- Complies with procurement policy and procedures
- Issues Sole Source certifications in coordination with the Purchasing Manager
- Requires purchase order numbers be assigned for all Tribal purchase requests
- Assists the Purchasing Manager and departments with the development of RFP (Requests for Proposals), RFQ (Requests for Quotes) and Service Agreements
- Participates in periodic Purchasing training sessions for new employees and as refreshers for Directors and their associates authorized to initiate purchases
- Requires information from each purchase order be recorded by date and requisitioner in a Shared system purchase order log
- Obtains quotes to determine the best product for the best price
- Completes monthly reconciliations; assists Inventory Control Specialist with reconciling receiving records to dock logs
- Verifies new vendors pass credit approval for legitimacy
- Obtains W-9's from vendors when needed and provides to the Accounts Payable Specialist
- Coordinates with Inventory Specialist to view status and be aware of vendor back-ordered items
- Aids purchasing team with fixed asset management and inventory process improvements.

*LCO Tribal Government  
Human Resource Dept  
Purchasing Specialist I*

- Has knowledge of all accounting software integral with the purchasing and receiving of materials
- Aids Accounts Payable Specialist to ensure trade discounts are secured on new purchases
- Ensures Travel documents are included in contract files
- Backs up the Fixed Asset and Inventory Control Specialists
- Participates in the annual audit
- Performs other duties as assigned by Purchasing Manager

**Minimum Qualifications:**

- Associates of Arts Degree. Baccalaureate preferred, or academic progress toward a B.S. degree
- Additional college and professional management experience in business.
- Experience with procurement, including sourcing and vendor management
- Must have math aptitude and proficiency, good analytical skills and attention to detail
- Working knowledge of MIP and Microix
- Adept with computers, accounting software and Microsoft products; Excel and Word at minimum
- Deadline oriented
- Excellent communications skills
- Neat and professional appearance; ensures Purchasing has well-maintained files and clean, organized work areas.
- Must keep the terms and all other financial information related to Purchasing transactions confidential
- Must be able to pass a background check
- Must be able to pass a pre-employment drug screen.

**Application Procedure:**

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

**[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)**

**[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

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Native American preference will apply to all applicants for this position.

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|-----------------------------|--------------|
| <b>CFO Approval:</b>        | <b>Date:</b> |
| <b>Controller Approval:</b> | <b>Date:</b> |
| <b>Employee:</b>            | <b>Date:</b> |
| <b>Human Resources:</b>     | <b>Date:</b> |