



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Supply Technician

Open Date:

September 1, 2017

Position Objective: This position is responsible for supporting the property supply activities including storage and distribution, supply identification systems, and other supply related activities for the Spirit Lake Health Center (SLHC).

Major Duties & Responsibilities

- Responsible for receiving, issuing, etc. This involves and receipts and storage allocation.
- Coordinates the reparation and submission to the area of daily obligations documents, receiving reports, receipts, disposal and adjustment documents, equipment needs, and other report as required.
- Maintains contact with requisitions and other offices on program requirements. Reviews requisitions, supporting documents and reference material to determine special supply action required. Expedites the delivery of urgently required items.
- Responsible for inventory management of decentralized and decontrolled items, including supplies, equipment, forms, and publications. The work includes requirements determinations and forecasting, distribution or redistribution of material, procurements authorization and limited funds managements.
- Responsible for space utilization to maintain full utilization of al storage space.
- Corrects and coordinates the procurement of supplies and services and services from priorities, regulations and procedures.
- Is responsible for completely setting discrepancies regarding invoices and receiving reports before payment is made.
- Performs related duties.

Qualifications, Experience and education required:

- High school diploma or equivalent.
- Knowledge of standardized supply regulations, policies, procedures and instructions regarding property and supply.
- Knowledge of SLHC programs and operations.
- Knowledge of customer service principles.
- Ability to work with personal computer and utilize a variety of software applications.
- Ability to drive a motor vehicle in adverse weather conditions.
- Skill in providing exceptional customer service.
- Skill in prioritizing and planning.

- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Dakota with a clean driving record.
- Must successfully pass a criminal and background check.
- Must successfully pass a pre-employment drug screen.

Job Role:	Property & Supply	Company Industry:	Spirit Lake Tribe
		Closing Date:	September 15, 2017
Employment Status:	Full- time	Supervision	Department Supervisor
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.