

Sisseton-Wahpeton Oyate

Job Description

Job Title: Inventory Specialist- General Funds

Reports to: Property & Supply Manager

The primary job duties are responsible for in- store purchasing for programs and departments. Duties also include tracking incoming and outgoing packages as they arrive. Will be responsible for the maintenance and management of Sisseton-Wahpeton Program inventory supplies. The Specialist will oversee the billing, labeling, inventory, and stocking of all supplies. All duties must be in accordance with the Tribal Accounting Manual.

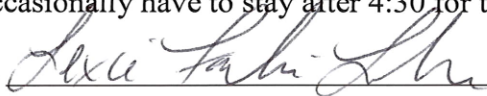
Duties and Responsibilities:

1. Create and maintain database for tracking and General fund inventory of items.
2. Keep record and maintain filing system of paid and unpaid invoices to Tribal programs.
3. Create and deliver insurance invoices to programs.
4. Deliver service notices to Managers to ensure proper payments.
5. Complete yearly inventory reports on Programs with Program signatures of review.
6. Update database on missing or damage items for inventory report.
7. Travel to different store locations for purchasing equipment, materials, and supplies.
8. Be flexible and prepared to work in stressful situations and high paced environments
9. Show willingness to work alone or as a team when cooperating with others as needed.
10. Correspond with programs and departments regularly and in a timely manner.
11. Assist with Annual Inventory and schedule.
12. Attend meetings within department and others as requested by Managers
13. Have reports and records prepared for weekly reviews and/or monthly reporting.
14. Other duties as assigned by supervisor.

Qualifications:

1. High School Diploma/ GED Required.
2. 2 years of experience working with Microsoft Word and Excel.
3. 2 years of experience of clerical duties (Filing, reporting, writing).
4. Must work and communicate in courteous, cooperative manner with all
5. Have valid State and Tribal Driver License.
6. Able to move around to review equipment tags.
7. Able to lift and carry up to 30lb when needed.
8. Self-motivated and be able to work with minimal supervision.
9. Occasionally have to stay after 4:30 for trucks delivering orders/ inventory.

Approved



Date

9/21/20