

**Sisseton Wahpeton Oyate
Acquisition Specialist, Property & Supply
Job Description**

Summary:

The Acquisition Specialist shares duties with the Assistant Manager to support asset inventory, tribal motorpool and all insurances related to the tribal buildings, sites, and vehicles. Duties also include tracking and inputting all new assets into inventory and ensuring the general funds process is accurately followed and documented by tribal employees in accordance with the Tribal Accounting Manual.

Duties include:

Assets Inventory

- Handle transfers and disposal forms between departments
- Correct information on assets and keep everything up to date
- Every two years have a complete inventory check in
- Input all new assets into inventory
- Inventory forms be filled with department managers after every inventory check-in

Motor Pool

- Handle temporary transfers and lending between departments with forms
- Schedule times for vehicle loans and transfers
- Keep titles and licensing up to date
- Pick up vehicles and register, sign for PO along with department head

Vehicle, Buildings & Sites Insurance

- This will include reporting, renewals, claims, and notifications to appropriate agencies.

Qualification Requirements:

High School Diploma or GED.

Minimum of three (3) years experience in inventory management.

Experience receiving and inventory control, as well as purchasing and delivery.

Willing to learn different data and inventory software.

Detail oriented and prioritizing tasks.

Able to lift and carry up to 50 lbs

Must maintain professionalism.

Ability to communicate clearly with coworkers and the public.

Ability to be a team player.

Ability to organize and maintain filing and office supply systems.

Self-motivated and able to work with minimal supervision.

State & Tribal Drivers License required.

Approved By:  _____

Date: 7/12/24