



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Procurement & Asset Manager

This position is responsible for procurement as well as supply orders, asset tracking, surplus and control.

Team: Administrative

Reports to: Finance Director

Schedule: Full Time, Regular

Salary Status: Non-Exempt from Overtime

Last Revised: 2021

The incumbent performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Responsible for following all procurement procedures and keeping all procurement records.
- Work with responsible staff on procurement quotes, purchasing and asset tracking.
- Orders office and other supplies for NVE employees, including equipment.
- Receives supplies in tracking system, assigns numbers to larger items, keeps asset tracking system.
- Checks out equipment/supplies to employees using inventory tracking system.
- Performs audits on assets to ensure accuracy.
- Mark assets items out when disposed of.
- Assists with projects and events as needed.
- In charge of surplus asset disposition process.
- Vehicle and trailer registration
- Other duties as assigned.

Competencies (Knowledge, Skills and Abilities)

Excellent organizational skills. Attention to detail is of utmost importance. Must have excellent ability to prioritize tasks and meet deadlines. Ability to communicate well with employees and management. Ability to recognize unique circumstances and use independent judgment to apply different, yet appropriate, procedures to accomplish tasks. Good attendance and work habits is mandatory. Must be proficient in basic math. Must have the ability to understand and follow written procurement policy.

Experience Requirement

Two years administrative/clerk office experience preferred.

Education Requirement

Native Village of Eyak
110 Nicholoff Way
P.O. Box 1388
Cordova, Alaska 99574-1388
P (907) 424-7738 * F (907) 424-7739
www.eyak-nsn.gov



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Highschool diploma or equivalent required, training in administrative functions preferred.
Current Alaska Driver's license with good driving record for past five years.

Performance Standard

- Regularly sit for long periods of time to complete tasks.
- Regularly bend, crouch, stand, move about to complete work.
- Typically lifts 25 lbs to coordinate work.
- Regularly manipulate electronic data to gather, input and otherwise coordinate work.
- Regularly use mental, oral and written methods to complete work.
- Regularly use mathematical and linear thinking skills to provide accurate, literate work.

Environmental Factors

Work will be mostly completed in an administrative office, Exposure to typical office equipment including copiers. Some work will be completed out of doors tracking assets.

Disclaimer

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

Employee Signature	Date	Supervisor Signature	Date
--------------------	------	----------------------	------

Team Leader Signature	Date
-----------------------	------