



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	896-4200-058 896-4200-059	Last Revised:	06/14/2013
Position Title:	Buyer	Department:	Purchasing
Reports to:	Senior Buyer	Division:	Budget & Finance

Primary Function: Provides support to programs to effectively and efficiently manage Tribal financial resources. Work closely with programs to review purchase requisitions, develop proposals, negotiate prices, select or recommend suppliers, analyze trends, place and follow up on orders, expedite and verify deliveries, resolve issues with vendors including price and quantity variances, and submit invoices for payment. Duties are to be performed within sound procurement principles and established tribal policies and procedures.

- Job Duties and Responsibilities:**
- Work with Tribal programs to source and purchase products that meet Tribal requirements for quality, price and delivery.
 - Assist Tribal programs with development of criteria and specifications for proposals, quotes or bid requests including specifications for equipment, products or materials.
 - Review and approve purchase requisitions for Tribal programs and place or assist with placing orders with vendors.
 - Perform 3-way match of purchase order, receiving report and invoice. Work with program and/or vendor to resolve any discrepancies.
 - Submit properly authorized invoices to accounts payable for payment.
 - Work with tribal programs to facilitate timely completion of capital asset property records.
 - Work with other tribal entities to leverage buying opportunities and participate with various buying groups whenever possible.
 - Measure and track performance within defined spend categories.
 - Work with Tribal programs to assure compliance with tribal policies on procurement and purchasing.
 - Maintain positive working relationships with Tribal programs, Purchasing, Receiving, Warehousing, and Accounts Payable to maximize efficiencies.
 - Maintain constant communications with the Purchasing Manager to notify of significant situations as well as to remain informed.
 - Maintain all reports, records, files, and logs as required.
 - Perform all duties according to established safety guidelines and tribal policies.
 - Perform other duties as requested by supervisor.

Education /Experience: This position requires an associate's degree in Accounting, Finance, Office Administration, Business Administration or related field. Previous work experience in purchasing or procurement is preferred. Six to nine months would be necessary to become proficient in most phases of the job.

Job Knowledge: A successful candidate will have a working knowledge of the process of obtaining goods and services and a thorough knowledge of policies, procedures, and guidelines of the EBCI. The candidate must be able operate a computer, specific software used by the Tribe, calculator and related office equipment. Candidate must possess strong organizational skills with the ability to prepare and maintain detailed files, records, reports and logs. Candidate must be able to read, perform research and interpret reports/data and use that information to compile or prepare various recaps, summaries and other reports. Candidate must be able to communicate

effectively, both verbally and in writing with coworkers, managers, vendors and other external contacts. Candidate must be able to work independently and as a member of a team; and must possess a valid North Carolina driver's license.

Complexity of Duties:

Due to the magnitude of the purchasing function within the tribe, it is imperative that a candidate must be organized and has superior attention to detail. Candidate must be able to effectively manage time and prioritize projects in order to meet established deadlines. Individual initiative and judgment is necessary to meet numerous deadlines and provide support to various Tribal programs. Must use problem-solving skills and be able to analyze data in performing job duties.

Contact with Others:

Have frequent contact with coworkers, managers, vendors, and the other external contacts to exchange or provide information. Tact, decorum, and professional etiquette are required in the exchange of information.

Confidential Data:

Candidate must adhere to all tribal confidentiality policies and procedures.

Mental /Visual /Physical Effort:

Close concentration and attention to detail are required for sustained periods of time. Position is subject to frequent interruptions, both on the phone and in person, requiring varied responses for each contact. Job duties routinely require visual acuity, manual dexterity and the ability to speak, hear, walk, sit, stand, bend, and reach with arms and hands.

Environment:

Candidate works in a normal business office setting with occasional visits to other tribal program locations and/or vendor locations.

Supervision Received:

The position requires the ability to function independently under the general supervision of the Purchasing Manager. Candidate should possess the ability to work independently, exercising judgment and regularly interpreting and applying established policies and procedures related to purchasing and procurement.

Responsibility for Accuracy:

Position requires dealing with exact and precise figures/data. Most errors would be detected within the accounting systems and proofing procedures. This position provides support to programs to effectively and efficiently manage Tribal financial resources. Undetected errors could range from minor to significant in effect.