

KICKAPOO TRIBE OF OKLAHOMA



JOB ANNOUNCEMENT

Job Title: Property & Procurement Clerk **Department:** Administration

Salary: Depending on experience and educational background.

Opening Date: November 29, 2017

Closing Date: Dec. 5,

2017

JOB DESCRIPTION:

The Property & Procurement Clerk shall be responsible for providing daily clerical functions of the department such as: assisting in establishing a fixed asset inventory involving tagging property and entering data into a system, monitoring in-house inventory movement and completing inventory transfer forms for bookkeeping purposes, monitoring and maintaining records of tribal fleet, receiving supplies and reviewing packing lists, assisting in delivery and picking up supplies for departments, assisting property and procurement officer in reviewing requisitions for proper coding, providing assistance with general office duties, and other duties as assigned by supervisor.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent. Additional Vocational Training and/or college a plus. Minimum of three (3) years experience in an office environment in/or related position.
- (2) **Skills:** Basic typing, filing, and computer skills a must. Familiar with Windows, including Word, Excel, etc. Purchasing, shipping/receiving and telecommunications skills are a plus.
- (3) **Requirements:** Must have a valid Oklahoma Drivers' License and clean driving record. Must be physically capable of lifting heavy objects regularly in order to load and deliver packages approximately 50 lbs. Must possess documents that establish Identity and Employment Eligibility, pass a drug screening test, and complete and OSBI background investigation if needed.

Interested applicants should submit a Kickapoo Tribe of Oklahoma employment application:

Kickapoo Tribe of Oklahoma

Attn: Human Resource

PO BOX 70

McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.

*The Kickapoo Tribe of Oklahoma is a Drug Free Workplace
And At-Will Employer*

