



## SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

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<b>Position Title:</b>	Procurement Officer	<b>Status:</b>	Full-time, Non-Exempt
<b>Reports to:</b>	Staff Accountant	<b>Salary:</b>	\$43,000 - \$45,000
<b>Department:</b>	Finance	<b>Deadline:</b>	March 6, 2026

### Primary Function:

Responsible for management of Tribal property system and ensures procurement compliance with federal regulations and Tribal policies and procedures leading up to award of purchase orders and contracts. Primary responsibility involves the administration and execution of service contracts and negotiated procurements involving various Tribal programs and other Tribal entities as assigned. Compiles and maintains accounts payable records and coordinates the procurement and distribution of materials, equipment, and supplies for the organization by performing the following duties: Develops and implements timeframes, deadlines, processes, and internal policies and procedures to ensure that all purchasing functions on behalf of the Tribe are complete and assessed accurately and timely, ensuring adequate records are kept and relevant reports are filed timely under applicable Tribal; State and Federal laws; rules and regulations.

### Job Description:

We are looking for a highly organized and detail-oriented Procurement Officer to manage our company's procurement process and supply chain activities. The Procurement Officer will be responsible for sourcing suppliers, negotiating contracts, all travel arrangements and keeping track of all tribal equipment within each department and manage vendor relationships to ensure timely and cost-effective procurement of goods and services. This role requires strong negotiation skills, analytical thinking, and the ability to work collaboratively with internal and external stakeholders.

### Responsibilities:

- Develop and implement procurement strategies to optimize sourcing and supplier selection processes.
- Identify potential suppliers, conduct supplier evaluations, and negotiate contracts and pricing terms.
- Manage vendor relationships and monitor supplier performance to ensure compliance with contractual agreements and quality standards.

- Coordinate with internal stakeholders, such as production, finance, and operations, to align procurement activities with business needs.
- Maintain accurate records of procurement transactions, contracts, and vendor information.
- Monitor inventory levels and forecast demand to ensure adequate stock levels while minimizing carrying costs.
- Stay abreast of market trends, industry developments, and regulatory requirements to inform procurement decisions.
- Identify opportunities for cost savings and process improvements within the procurement function.

### **Required Skills and Competencies**

- Strong negotiation and analytical skills to evaluate suppliers and contracts effectively.
- Attention to detail and organizational skills for managing multiple procurement activities.
- Knowledge of supply chain management and procurement processes, including tendering and competitive bidding.
- Proficiency in supplier management software and data analysis tools.
- Ability to work collaboratively with internal and external stakeholders.

### **Qualifications and Requirements:**

Bachelor's degree in business administration, Supply Chain Management, or related field.

- 2+ years of experience in procurement or supply chain roles.
- Strong negotiation and contract management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in procurement software and Microsoft Office Suite.
- Analytical thinking and problem-solving skills.
- Ability to work independently and as part of a team.

### **Required Skills**

- Negotiation skills
- Analytical skills
- Communication
- Organizational skills
- Problem-solving
- Attention to detail
- Knowledge of procurement processes