

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOOT
TONI J. MINTON

PROCUREMENT/INVENTORY SPECIALIST

One (1) Full-time, Non-Exempt Position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Copy of High School Diploma or GED
- Copy of valid state Driver's License
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Health & Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Department
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

KEWEENAW BAY INDIAN COMMUNITY

2024 TRIBAL COUNCIL

DOREEN G. BLAKER, President
RODNEY LOONSFOT, Vice President
SUSAN J. LAFERNIER, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
EVERETT EKDAHL, JR.
SUE ELLEN ELMBLAD
DALE F. GOODREAU
HOPE E. LARAMORE
SAM LOONSFOT
TONI J. MINTON

POSITION DESCRIPTION

POSITION:

PROCUREMENT/INVENTORY SPECIALIST

Full-time, Non-Exempt position

LOCATION:

KBIC Housing Department
Baraga, MI 49908

SUPERVISORY CONTROL:

Operations Manager

SALARY:

Grade 8 (minimum starting wage = \$20.21/hour)

QUALIFICATIONS:

- Must have a high school diploma/GED **AND** four (4) years of work experience in the construction/building trade.
- Must be knowledgeable regarding basic building materials and tools.
- Must be able to envision all steps in assigned tasks.
- Must have knowledge of KBIC building code requirements, residential/commercial construction and remodeling trades, practices, procedures, techniques, tools and equipment, materials, specifications, quality control, cost control, and safety.
- Must be able to draw appropriate sketches related to construction/building trades to communicate details and breakdowns to employees.
- Must have a working knowledge of computer programs, including Microsoft Software programs (Word, Excel, Outlook).
- Must have effective written and oral communication, organization, and interpersonal skills; ability to review and interpret concepts and to communicate necessary actions and requests clearly and concisely.
- Must be able to lift 75 pounds unassisted.
- Ability to operate a forklift.
- Must have a valid, unrestricted Michigan driver's license and be insurable to operate fleet vehicles.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (DD214 required).

DUTIES AND RESPONSIBILITIES:

1. Directs inventory management and control activities including tracking, analysis, carrying costs, consumption, and accuracy.
2. Coordinates and manages the storage, issuance, and flow of materials and tools.
3. Unload incoming freight per proper receiving procedures.
4. Load and count incoming deliveries.
5. Keep the building properly stocked, organized, and neat.
6. Determines needed supplies and materials for work orders and submits orders to procure items.
7. Maintains stock of commonly needed materials (i.e.: lightbulbs, screws, etc) and equipment lists.
8. Oversees physical inventory counts of all materials and tools and reconciles variances.
9. Maintains a secure and reliable tool storage facility.
10. Controls distribution, and sign-outs of all tools in the system and assures tools are returned.
11. Directs and participates in maintenance and repair or replacement programs for all tools.
12. Leads inventory analysis and improvement activities to improve Inventory Turns, accuracy, aging, and delivery.
13. Coordinate with staff to develop realistic usage forecasts and continually improve forecast accuracy.
14. Identifies capacity bottlenecks and initiates corrective action with responsible parties.
15. Answer inquiries from employees regarding appropriate tools, supplies, and safety materials for projects.
16. Performs daily data entry into the Housing Software system, including entering material information for work orders.
17. Will be required to complete monthly and yearly procurement and inventory reports for accuracy.

18. Maintain, create, and manage cycle inventory counts.
19. Maintain and ensure the warehouse and building in a safe and sanitary condition.
20. Assist the carpenters, laborers, and maintenance workers as needed.
21. Assist with snow removal and lawn mowing.
22. May be required to complete on-call coverage.
23. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression illustrating duties shall not be held to exclude other duties not mentioned that are similar in level of difficulty.

Distribution Date: December 17, 2024

Closing Date: January 9, 2025 at 4:00 pm

TERO Approval: Debra P. Pacione Date: 12/17/2024