



Senior Buyer

Reports To: CFO

Closes: 11/25/2016

Salary (Grade): DOE

Status: Regular, Full Time

Location: Winnebago Tribe Finance Department

Job Purpose & Position Overview

We are looking for an individual to conduct procurement work for the purchasing of a variety of materials, equipment, supplies and services for the Winnebago Tribal government. Flexibility, a willingness to help make change happen, and a "can-do" attitude are essential to succeed in this position.

Specific Job Duties/Responsibilities:

- Working closely with staff from various departments to develop and advertise solicitations for products and services required by the Tribe
- Handling contacts from vendors looking for general procurement-related information or assistance with specific solicitations
- Reviewing the Tribe's Purchasing Policies and Procedures to identify needed or beneficial changes that staff should undertake
- Providing Tribe's staff with clarifications, revisions or specific language for insertion into vendor contracts
- Training personnel from other departments on the proper application of the Tribe's Purchasing Policies and Procedures to purchases of products or services
- Conducting bid or proposal openings
- Facilitating proposal evaluations for departments to assist them in arriving at vendor rankings
- Identifying performance enhancements that will assist the Purchasing Division to improve office workflow and productivity
- Conduct searches for new suppliers of goods and services, evaluate their capabilities, assess risk and qualify as necessary
- Fully understand user requirements and prepare and execute Requests for Proposals.
- Negotiate effective and competitive supply agreements which protect the interests of the Tribe
- Issue purchase orders and track and expedite as necessary to ensure timely delivery
- Manage supplier relationships including compliance with contract terms and conditions. Use metrics and scorecards as appropriate
- Effectively manage the transition from incumbent to new suppliers
- Pursue consolidation of the supply base to reduce complexity
- Manage supplier quality and conduct supplier audits as necessary. Resolve supplier complaints and issues in a way that achieves an acceptable outcome to the Tribe
- Work cross-functionally across the organization to ensure internal customer satisfaction
- Identify, execute and track productivity including cost reduction and cash flow improvement



Required Qualifications/Skills:

1. BA/BS Degree in Accounting or Business Administration
2. Certification with National Association of Purchasing Management (NAPM) or National Institute of Governmental Purchasing (NIGP) preferred
3. A minimum of 3 to 5 years of senior level acquisition experience required
4. Considerable knowledge of the types, grades and suppliers of materials, supplies and equipment to be purchased as well as price and market trends
5. Considerable knowledge of purchasing principles and practices and of the rules and regulations governing municipal procurement activities
6. Ability to prepare specifications, analyze bids and perform other necessary purchasing functions
7. Familiarity of fund accounting required. Knowledge of federal, state, and local funding and grant requirements as well as familiarity with community resources preferred
8. Proficient computer skills are required in MS Office Suite. Excellent Excel skills a must
9. Requires independence and use of initiative and judgment as applies to accounting, business law, and management concepts
10. Must have a valid driver's license and be insurable under the Tribe's eligibility guidelines.

Training Requirements:

As needed to perform duties and as directed by the supervisor

Certificates, Licenses & registrations:

Must have a valid US driver's license

Physical Requirements:

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision



Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

HOW TO APPLY:

Please submit a Winnebago Tribe of Nebraska employment application, resume, a cover letter explaining why you are qualified for the position, and two (2) letters of recommendation. If claiming Native American or Veteran preference, please include pertinent documentation.

Submit to: *Human Resources, Winnebago Tribe of Nebraska*
 PO Box 687
 Winnebago, NE 68071
 Fax: 402-878-3198

- Or drop off all documents to the Human Resources office located in the Blackhawk Community Center Building.
- Please call HR at 402-878-3100 for further information.
- **Applications without proper documents will not be considered.**

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.