



COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

JOB ANNOUNCEMENT

POSITION: Inventory/Fixed Asset Specialist
SALARY: Minimum Salary \$18.00 - \$20.00 (DOE)
REPORTS TO: Capital Improvements Manager
LOCATION: Colville Indian Housing Authority, Nespalem, Washington

BASIC FUNCTIONS: The Inventory/Fixed Asset Specialist is responsible for coordinating and monitoring the procurement of inventory items and vehicles/equipment (fixed assets) for the Colville Indian Housing Authority (CIHA) in accordance and compliance with applicable policies, federal and tribal laws. This position assists the Capital Improvements Manager in the preparation and completion of needed purchase orders, draft contracts, vendor information, applicable bids, and sole source or other documentation as needed. Position maintains inventory system by receiving and issuing property items, assigning property numbers, maintaining inventory and property records of purchases and disbursements, performs scheduled inventory counts, and disposing of obsolete items. Other duties as assigned.

MINIMUM QUALIFICATIONS: Two years of education in Business Administration or related field plus three years of experience in an Administrative or Purchasing/Procurement/Inventory related field OR five years of Administrative or Purchasing/Procurement/Inventory experience with high school diploma or GED.

SPECIAL REQUIREMENTS: Must possess a valid Washington State Driver's License and be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

CLOSING DATE: Open until filled – Third review February 10, 2017

Applications and supporting documents **MUST** be received by Friday, February 10, 2017 by 3:00pm

INFORMATION: Colville Indian Housing Authority
Attention: Tauni Marchand
P.O. Box 528
Nespelem, WA 99155
(509) 634-2160
tauni.marchand@colvilletribes.com

For a copy of the full job description and application please visit:
<https://www.colvilletribes.com/indian-housing-authority/>

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 01/23/2017