

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Purchasing Manager

Department: Finance

Required Qualifications/Essential Duties:

- Familiarity with sourcing and vendor management; Interest in market dynamics along with business sense; Working experience of vendor management software; Strong leadership capabilities; Proven working experience in a purchasing manager, agent or officer; 3+ years of experience in a purchasing role; - **Preferred**
- Bachelor of Science Degree in supply chain management, logistics or business Administration; - **Preferred**
- Valid California Driver License; - **Preferred**
- Must be insurable through company's carrier and maintain throughout employment; - **Preferred**;
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Locate vendors of materials, equipment, and supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Maintain records of good ordered and received.
- Participate in the development of specification for equipment, products, or substitute materials.
- Analyze market and delivery system to assess present future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Track and report key functions metrics to reduce expenses and improve effectiveness.
- Craft negotiation strategies and close detail with optimal terms.
- Partner with stakeholders to ensure clear requirements documentation.
- Forecast price and market trends to identify changes of balance in buyer-supplier power
- Perform cost and scenario analysis, and benchmarking.
- Assess, manage and mitigate risks.
- Seek and partner with reliable vendors and suppliers.
- Determine quantity and timing of deliveries.
- Monitor and forecast upcoming levels of demand.
- Interacts with vendors, and Santa Rosa Rancheria employees to ensure that purchase transactions are performed in accordance with established policies;
- Recommends appropriate policy revisions on an as needed basis;
- Ensure that appropriate supporting documentation is attached to all payment requests;
- Ensures that appropriate supporting documentation is attached to all payments to all payment requests;
- Performs other duties as assigned by management.

Reports To: Finance Manager

Starting Rate of Pay: \$60,320.00 (Exempt)

Approximate Hours: 40+ hours per week

Updated: October 5, 2021

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date