

Opening Date:	November 28, 2016	Closing Date:	Until filled
Position:	<u>Purchasing Technician</u>	Reports to:	Purchasing Manager
Salary/Wage:	Grade E; \$22.69-\$24.55	Department:	Purchasing
Hours:	Monday-Friday; 8:00am – 5:00pm; Varies based on schedule	Location:	ASNA

Brief Summary:

The Purchasing Technician performs moderately complex purchasing assignments in accordance with ASNA/SSMH policies and procedures.

Qualifications:

1. High school diploma or general education degree (GED).
2. Two to four years of related experience *or* equivalent combination of experience and training.

Desired Knowledge, Skills and Abilities:

- Perform a volume of numerical detail work with speed and accuracy.
- Make mathematical computations with and without mechanical assistance.
- Prepare financial and other records in a systematic, neat, and legible manner.
- Establish and maintain effective working relationships with co-workers and the general public.
- Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Carry out instructions furnished in written, oral, or diagram form; solve practical problems.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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