



## Elbowoods Memorial Health Care Centers

1058 College Drive  
New Town, ND 58763-4400  
(701) 627-4750  
Fax: (701) 627-2809

EXEMPT \_\_\_\_\_  
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** Warehouse Technician  
**RESPONSIBLE TO:** Procurement Manager  
**SALARY:** Starting salary will be determined by funding, experience, and training level.  
**CLASSIFICATION:** Non-Management, Non-Supervisory, Regular, Full-time  
**LOCATION:** Elbowoods Memorial Health Center

**POSITION SUMMARY:** Under limited supervision, helps manages overall direction, coordination, and evaluation of warehouse portion of Property and Supply for EMHC. Implement procurement strategies to maintain security of supply and optimum value for money. Perform and maintain adequate par levels for various departments. Responsible for disposal process using current process in place. Assists with purchasing various supplies and items needed to help maintain overall EMHC mission for patient care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (Position includes but is not limited to the following)

1. Reviews purchase orders for completeness and processes requisitions following department policy and procedure.
2. Performs a full range of warehousing activities to include receiving, storing, selecting and shipping bulk and bin materials and equipment.
3. Assists in the development of plans for storage and arrangement of stock to determine warehouse configuration, setup, movement, rearrangement and traffic flow.
4. Responsible for disposal process by utilizing TAT Procurement Policy and GSA standards.
5. Assist with the implementation associated with change and developing new processes to better procure goods and services.
6. Responsible for maintaining supply areas, par level carts and/or automated dispensing supply systems in a clean and orderly fashion. Supply shelves and bins should be labeled with the appropriate par levels.
7. Ordering and restocking warehouse supply shelves when needed.
8. Work closely with Procurement Manager to Identify areas for improvement to continually drive performance and business results.
9. Provide periodic reporting to management on purchasing, controls and processes.

9. Uses e-mail to update staff of items pending procurement.
10. Maintains daily, monthly, and yearly inventory control reports for all supplies and instruments.
11. Discusses equipment specifications with vendors, and ensures that items received match the purchase order before forwarding the packing slip to Finance services for invoice payment.
12. Assists with monitoring company purchases, deliveries, and expenditures.
13. Monitor supplies and equipment for defects.
14. Updates the asset tracking and inventory system as new hardware and software is received.
15. Assists with processing supply requests in a prompt, cooperative, and efficient manner.
16. And other duties as assigned.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of purchasing methods and procedures as designated by EMHC procurement office.
- Knowledge of record keeping methods and procedures applicable to purchasing, as well as some
- Knowledge of the application of bookkeeping principles and methods to the keeping of procurement records.
- Knowledge of supplies and materials utilized in office, technical, or maintenance operations.
- Knowledge of Federal Acquisition Regulation.
- Knowledge of purchasing laws of the State of North Dakota, TAT and EMHC purchasing rules and regulations.
- Ability to establish and maintain effective working relationships with EMHC officials and vendors.

### **QUALIFICATIONS AND EDUCATION:**

- High School Diploma / GED, **REQUIRED**. Preferred College
- Have had two (2) full years of clerical experience either in a purchasing department or a related function, which included vendor contact, or preparing and processing contract documents, **PREFERRED**.
- Excellent communication skills necessary, **REQUIRED**.
- Attention to detail necessary, **REQUIRED**.
- Computer literate and basic proficiency with Microsoft Office Suite (spreadsheet, presentation, word processing, email, and database software), **REQUIRED**.
- Knowledge of principles and practices of the organization to including Procurement Policies and Procedures of the federally funded organization.
- Operate standard office equipment.
- Familiarity with American Plains Native American culture, values, and traditions, **HELPFUL**.

- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Native American Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

### **WORKING CONDITIONS:**

- Work is performed in an warehouse environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 50 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside with exposure to unpredictable crisis situations.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish facility goals.

### **ACKNOWLEDGEMENT**

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

### **APPLICATION PROCEDURE**

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes  
ATTN: Human Resources  
404 Frontage Road  
New Town, ND 58763**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

**Please Note:** If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

**Native American Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

**Veterans Preference Will Apply:** In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.