



Native Technology Solutions

JOB TITLE: Office Coordinator

REPORTS TO: Subsidiary Manager

DEPARTMENT: Native Technology Solutions

FLSA STATUS: Non-Exempt

JOB SUMMARY:

NTS's Office Coordinator will ensure administrative operations are running effectively. This position will plan, develop and manage the procurement activities to assure reliable and efficient sources of supplies and equipment to meet the needs of operations. The Office Coordinator will perform other duties as assigned by the Subsidiary Manager or his/her designee.

The Office Coordinator reports directly to the Subsidiary Manager.

PRIMARY JOB DUTIES:

- Responsible for ensuring administrative operations are running effectively
- Purchases materials & equipment to support internal and field operations
- Manages purchase orders and job orders
- Distributes materials and equipment as authorized
- Coordinates the return of materials or equipment and ensures credits are issued
- Controls, monitors and analyzes vendor quality
- Keeps necessary logs and assists in preparing reports
- Reconcile Purchase orders with invoices
- Maintain parts database
- Partner with accounts payable with invoicing and cost allocations
- Responsible for maintaining job cost information
- Assists with quoting process
- Manages job orders in database
- Assists in coordinating and organizing projects
- Respond to phone and email inquiries
- Provides coordination on job scheduling



- Assist in customer service duties

Note: This job description in no way implies that these are the only duties to be performed by this employee. She/he will be required to follow any other instructions to perform any other duties as requested by her/his supervisor or designee.

SKILLS AND COMPETENCIES:

- Experience with and maintaining computerized procurement systems
- Cost control knowledge
- Strong interpersonal skills
- Must be proficient with Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, etc.)
- Position requires a strong sense of urgency
- Must be detail-oriented, with strong organizational skills
- Individual must be resourceful and able to take initiative in a changing workplace environment
- Must communicate effectively, anticipating needs and keeping staff informed of problems or issues affecting project efforts
- Ability to manage our relationship with temporary labor sources such as TERO and other outside firms for staffing purposes

EDUCATION AND EXPERIENCE

- High School diploma
- Preferred experience of procurement with a growing organization, specifically in the telecommunications industry
- Preferred experience working in quoting system databases

Note: Any equivalent combination of education, training and experience that would enable the applicant to satisfactorily perform and meet the duties required of the position may be considered in meeting the stated minimum requirements.

ESSENTIAL JOB FUNCTIONS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Must be able to use hands, to sit, lift up to 20 lbs., stoop, bend, reach with hands/arms
- Must be able to sit for extended periods of time
- Requires the ability to speak, read, write, see, and hear to perform essential duties of the job
- Must communicate clearly in English

ADDITIONAL REQUIREMENTS

- Valid Driver License; must provide 39 months driving record
- New hires are required to pass a pre-employment drug test and background check

As a matter of Company policy, all employment is on an at-will basis, meaning that employment shall last for so long as mutually agreeable. Either the employee or the Company may terminate the employment at any time with or without cause.

Preference in filling vacancies is given to qualified enrolled Gila River Indian Community Members, other Indians, and non-Indian spouses of officially enrollment Community members in accordance with Tribal Employment Rights Office (T.E.R.O.) Ordinance (No. GR-02-09, Gila River Indian Community).

Gila River Telecommunications, Inc. is an Equal Opportunity/Affirmative Action Employer, subject to Indian Hiring Preference.