

# **NORTHWEST PORTLAND AREA INDIAN HEALTH BOARD**

**Job Posting Closing Date: July 18, 2021**

**Job Title: Purchase Agent/Travel  
Coordinator**

**Reports To: Finance Director**

**Department: Finance**

**Salary Range: 46-55K**

**Classification: Full-Time, Salaried with  
Benefits**

**Funding Duration: on-going**

**Location: Portland**

**Posting Closing Date: 7/18/21**

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## **Job Summary:**

The Purchase Agent/Travel Coordinator (Coordinator) will purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of NPAIHB.

This Coordinator will arrange business travel for employees, identifying the most cost-effective and efficient travel arrangements and making necessary reservations for accommodations. The Coordinator will also negotiate hotel contracts for NPAIHB events, and prepare honorariums and service agreements, as requested.

## **Essential Functions:**

1. Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
2. Maintain NPAIHB Native American vendor list.
3. Negotiate, renegotiate, and administer contracts with suppliers, vendors, and other representatives.
4. Purchase the highest quality machinery, equipment, tools, parts, supplies, or services necessary at the lowest possible price and in correct amounts.
5. Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
6. Place orders and ensure product is shipped according to deadlines.
7. Ability to establish and maintain relationships with vendors, suppliers, manufacturers, and co-workers.
8. Negotiate contracts with hotels for NPAIHB events and work with management to finalize same.
9. Prepare honorarium requests and/or service agreement contracts for approvals for NPAIHB event presenters and/or trainers.
10. Work with NPAIHB contracted travel agent for airline and car rentals; and researches and compares available travel and hotel accommodations to identify the best available option for each travel need.

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11. Prepares travel itineraries and distributes travel arrangements and schedules to appropriate staff.
12. Develop travel profiles for staff travel; and monitors and facilitates the use of company credit cards, frequent flyer programs, and other applicable rewards and loyalty programs.
13. Performs other related duties as assigned.

#### **Standards of Conduct:**

- Consistently exhibit professional behavior and the high degree of integrity and impartiality appropriate to the responsible and confidential nature of the position.
- Consistently display professional work attire during normal business hours.
- Effectively plan, organize workload, and schedule time to meet workload demands.
- Maintain a clean and well-organized workstation and office environment.
- Exercise judgment and initiative in performance of duties and responsibilities.
- Work in a cooperative manner with all levels of management and with all NPAIHB staff.
- Treat NPAIHB delegates/alternates and Tribal people with dignity and respect and show consideration by communicating effectively.
- Participate willingly in NPAIHB activities.
- Abide by NPAIHB policies, procedures, and structure.
- Research and with the approval of supervisor, attend trainings as needed to improve skills that enhance overall capabilities related to job performance.

#### **Qualifications:**

- Two years of experience in purchasing and/or travel coordination.
- Two to four years of experience working with NW tribal communities or tribal organizations preferred.
- Advanced user in Microsoft Office package. (Access, Excel, Word, Publisher, PowerPoint)
- Excellent writing skills
- Excellent communication skills
- Must be highly organized and motivated, and be able manage complex projects and carry out all responsibilities of the job requirements with minimal day-to-day supervision
- Must demonstrate discretion, tact, knowledge, judgment, and overall ability in working effectively with federal, tribal, and other professionals and facilitating participation and partnership in the activities of the program
- Must be sensitive to cross-cultural differences, and able to work effectively within their context

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- Must be able to travel, as requested.

#### **Typical Physical Activity:**

**Physical Demands:** Frequently involves sedentary work: exerting up to 10 pounds of force and/or a negligible amount of force to lift, carry, push, pull or otherwise move objects, including the human body.

**Physical Requirements:** Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly. Constantly requires working with fingers rather than the whole hand or arm. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Occasionally requires standing and/or sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using feet and legs and/or hand and arms. Occasionally requires stooping which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

**Typical Environmental Conditions:** The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

**Travel Requirements:** Due to COVID-19, NPAIHB staff are teleworking until further notice from NPAIHB Executive Director and pursuant to national and local public health directives.

**Disclaimer:** The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and or skills required of all personnel so classified.

Except as provided by Title 25, U.S.C. § 450e(b), which allows for Indian preference in hiring, the NPAIHB does not discriminate on the basis of race, color, creed, age, sex, national origin, physical or mental disability, marital status, sexual orientation, gender identity, religion, politics, membership or non-membership in an employee organization, marital status, citizenship or immigration status, veteran or military status, genetic information, ancestry or any other characteristic protected by law.

Applications can be found online at [www.npaihb.org](http://www.npaihb.org)  
SEND RESUME AND APPLICATION TO: [HR@npaihb.org](mailto:HR@npaihb.org)