



ISLAND ENTERPRISES INC
Weaving a strong business foundation for the
Squaxin Island Tribe's future.

PRODUCT BUYER

Department: Salish Seafood Company
FLSA Status: Non-Exempt
Grade/Level: (7) \$25.42 - \$35.59
Opens: 01/08/2024

Job Status: Full-time
Reports To: Operations Manager
Work Schedule: Varies
Closes: 01/19/2024

POSITION SUMMARY

This position involves purchasing Shellfish for Salish Seafoods and general scow operation in farming operations. Work schedules and duties vary based on tides and seasonal changes.

ESSENTIAL DUTIES

1. Oversees cash management procedures for procurement activities.
2. Ensures accurate cash balancing and maintains its security.
3. Coordinates cash requirements with the Salish Seafoods Manager.
4. Facilitates the delivery of top-quality shellfish from harvest sites to Salish Seafoods.
5. Manages all essential purchasing equipment, including scales, scoops, totes, and ice.
6. Notifies relevant managers promptly about any equipment malfunctions, ensuring timely repairs.
7. Enforces safety protocols among all employees during purchasing events.
8. Displays the purchasing schedule, clearly indicating upcoming dates and times for all staff.
9. Collaborates with supervisory staff to align equipment needs for scheduled dates.
10. Ensures all purchasing transactions are handled correctly, and mediate any arising disputes in a respectful manner.
11. Undertakes freight deliveries in the absence of the primary driver.
12. Attends and/or facilitates all mandatory meetings and training.
13. Maintains confidentiality at all times.
14. Maintains awareness and sensitivity to Native American Culture.
15. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

POSITION REQUIREMENTS

- Knowledge of procurement standards including safety protocols.
- Cash management proficiency for accurate accounting.
- Equipment maintenance and operation awareness.
- Understanding of hydraulic boom equipment operation.
- Collaboration and liaison skills.



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- Schedule planning and coordination expertise.
- Conflict resolution and professional communication.
- Language skills for clear written and verbal communication.
- Logical reasoning in decision-making.
- Strategic planning for efficient procurement processes.
- Commitment to protecting privacy and personal information of customers and staff.

COMPUTER SKILLS

- Inventory management software proficiency, basic spreadsheet skills for tracking, and transactional database familiarity.

EDUCATION AND EXPERIENCE

Education Required: High School graduation or General Education Degree (GED).

Education Preferred: N/A.

Experience: One (1) year experience in operation of a 40 ft. vessel in all weather conditions preferred.

A combination of education and experience may be considered as a substitute for a degree requirement.

Certificates & Licenses: Must have valid Washington state Driver's License; must have or acquire a boaters safety card/license; must have a C.D.L. and a current medical exam card.

PHYSICAL REQUIREMENTS

The physical demands described here 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.

While performing the essential functions of this position, employees will be required to:

- Stand and walk for extended periods; climb, balance, stoop, kneel, crouch, or crawl on occasion.
- Lift and/or move up to 100 lbs. regularly, with assistance.
- Use hands repeatedly for various tasks; speak and hear to effectively communicate

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Work areas with mechanical parts and high, precarious places; moderate noise.

Other Requirements: Must be able to pass a criminal background check and follow the Squaxin Island Tribe's drug policies.



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Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

Preference for Squaxin Indian Tribal members is in effect for this position. The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

Employee Signature:

Date:

Manager Signature:

Date: