



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

## Purchasing Clerk

**Department:** Salish Seafood Company  
**FLSA Status:** Non-Exempt  
**Grade/Level:** (5) \$21.01 - \$27.32  
**Opens:** 03/25/2024

**Job Status:** Full-time  
**Reports To:** Operations Manager  
**Work Schedule:** Varies  
**Closes:** 04/05/2024

### **POSITION SUMMARY**

This position is for an Purchasing Clerk. This position is considered fieldwork where most is done onsite or where the purchasing takes place. Work schedules will vary according to the tides which vary with seasonal change. This position requires good mathematical skills, balancing cash and demonstrates good penmanship.

### **ESSENTIAL DUTIES**

Include the following. Other duties may be assigned as necessary.

1. Must coordinate with managers and operators for scow or skiff operations needed for purchasing shellfish.
2. Responsible for the amounts weighed, match the amounts recorded on the balance sheet and fish ticket, and that the amount paid out, matches amounts which were recorded.
3. Responsible for proper cash management needed for purchasing shellfish.
4. Responsible for proper balancing of cash before and after scheduled shellfish opening when purchasing takes place.
5. Responsible for coordinating cash needs with managers in advance for upcoming scheduled purchases.
6. Responsible to see that the product purchased is properly taken care during the purchasing process, and during delivery back to the facility, in extreme weather condition, to assure delivery of the product is high quality when delivered.
7. Responsible to see that all equipment used in the purchasing process is properly stored after use and is functioning.

### **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**

To perform this job successfully, an individual must be able to participate as a team member, communicate with management and co-workers.

- Knowledge of procurement standards including safety protocols.
- Cash management proficiency for accurate accounting.



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- 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.
- Strive to continuously build knowledge and skills of all shellfish techniques.
- Respond promptly to the needs of the company and meet deadlines and commitments.
- It is crucial to have good knowledge of the tidal schedules and knowledge of coworker's schedules, so work is efficiently done as a team with positive spirits.
- It is necessary to have the ability to apply common sense to carry out written and oral instructions.
- Good human relations and verbal communications skills are required.
- Must be consistently at work on time, must follow instructions and respond to management direction, prioritize and plan work activities and meet challenges with resourcefulness, and treat others with respect and consideration regardless of their status or position.

### **COMPUTER SKILLS**

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

### **EDUCATION AND EXPERIENCE**

**Education & Experience Required:** High School graduation or General Education Degree (GED). With a minimum of One (1) year experience Bookkeeping and/or accounting with cash handling along with 1-year Administrative Assistant experience.

### **Education 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.

### **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 40 lbs. regularly, with assistance.
- Use hands repeatedly for various tasks; speak and hear to effectively communicate.



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### **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.

### **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.***

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Employee Signature:

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Date:

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Manager Signature:

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Date: