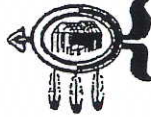


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Property & Procurement Officer

DEPARTMENT: Property & Procurement

STATUS: Full-Time

DEADLINE: February 24, 2012, by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking a Property & Procurement Officer. Successful candidate shall be responsible for performing specialized and responsible work in connection with locating sources of supply, interviewing prospective suppliers or bidders, obtaining quotes, negotiating price and delivery commitments, rescheduling supplier deliveries, processing requisitions and purchase orders, reviewing budgets to ensure funding is available for purchase requests and money distribution, and supporting Kickapoo Tribe of Oklahoma relationships.

MINIMUM REQUIREMENTS:

- (1) **Education:** Associates Degree or progressive experience in property and procurement administration.
- (2) **Skills:** Must possess the ability to work responsively with effective communication skills both written and orally.
- (3) **Requirements:** Must have a valid Oklahoma Drivers' License and clean driving record. Must be physically capable of lifting heavy objects regularly in order to load and deliver packages approximately 50 lbs. Must possess documents that establish both Identity and Employment Eligibility, pass a drug screening test, and complete and OSBI background investigation if needed.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
PO BOX 70
McLoud, OK. 74851

or by fax at: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.