

Assistant Director of Purchasing (Seminole Tribe of Florida – Hollywood, FL)

- The incumbent in this position is responsible for assisting the Director with overseeing the development, organization, management and operation of the Seminole Tribe of Florida's Purchasing Department. The individual assists in the coordination of the purchase of supplies, materials, services and equipment for the Tribe, ensuring compliance with local, state and federal regulations. The incumbent assists in the direction, development and implementation of overall goals, objectives, policies and procedures; directs, supervises and coordinates activities of the Purchasing staff.
- Bachelor's degree in Purchasing, Public Administration, Business Administration, Accounting, Finance or related field is required. Master's Degree is preferred. A minimum of five (5) years of experience working in the procurement/purchasing field or related area, in a leadership capacity is required. Prior governmental experience is preferred. Prior experience with Purchasing Software is preferred. Possession of a valid Florida Driver's License is required. Demonstrate excellent organizational and interpersonal skills. Demonstrate excellent written and verbal communication skills. Demonstrate proficiency utilizing Microsoft software packages. Ability to travel and work a flexible schedule including evenings, weekends and holidays, is a requirement.
- Please submit resume to joshualohn@semtribe.com