



URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: PURCHASING & INVENTORY COORDINATOR

Division:	FINANCE	Supervisor:	Director of Finance
Job Code:	FIN-2.2005	Classification:	FT, EXEMPT
Wage Scale:	E-03 (49,313 -76,500)	Effective Date:	10/1/2026
Hours/week:	40	Revised Date:	9/30/2026

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In terms of the performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Under the supervision of the Urban Indian Center of Salt Lake (UICSL) Finance Director, the Purchasing & Inventory Coordinator is responsible for managing and controlling the organization's inventory and related procurement processes. This self-starting role will involve tasks such as monitoring stock levels, forecasting demand, placing purchase requests, and managing relationships with various suppliers and vendors. This role is critical to ensure a smooth supply chain and work with our Staff Accountant/ordering teams to ensure efficient operations.

The Purchase and Inventory Coordinator will be the main individual responsible for managing procurement processes, overseeing stock levels, and creating supply vendor relationships. This position will be based out of the West Valley administrative office but will travel to additional UICSL facilities through UICSL-provided transportation to ensure accurate inventory counts and work with internal staff on items outside of their purview.

The Purchasing and Inventory Coordinator will demonstrate specific and cultural sensitivity toward UICSL and American Indian/Alaska Native (AI/AN) clients. All duties will be done in accordance with federal and state regulations and will be sufficient in the needs of the organization. Excellent verbal and



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written communication skills. Strong organizational and time management abilities. Proactive attitude with a willingness to learn and develop new skills.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

DUTIES & RESPONSIBILITIES:

- Inventory management – tracks inventory levels, analyzes usage trends, sets order points, and conducts regular cycle counts
- Procurement – purchases materials, equipment, and sometimes services – often negotiating prices and terms with suppliers and internal staff
- Supplier relations – build and maintain positive relationships with suppliers as it's crucial to ensure timely delivery and overall quality of products
- Cost Control – minimize inventory costs and optimizing purchasing
- Interview potential vendors and select ones that best meet the needs of the organization under Federal Acquisition Regulation (FAR) – appropriated funds following grant guidelines and following vendor selection policy
- Evaluate the selection and shipping process and work to improve efficiency
- Keep up to date with industry trends and update inventory on a regular basis
- Negotiate vendor contracts and pricing agreements to achieve cost-effective purchasing
- Conduct regular assessments of supplier performance and implement improvement plans as necessary.
- Work with Staff Accountant to coordinate purchasing slips, packing slips, and complete purchase order process
- Create and maintain a purchasing/inventory system that is efficient with fewer out of stocks within the organization
- Maintain accurate records of purchase orders, contracts, and supplier communications
- Collaborate with cross-functional teams to understand purchasing needs and ensure timely delivery of goods

MINIMUM QUALIFICATIONS

Education: ☐	High school diploma or GED
Experience: ☐	5-6 years of experience in a purchasing or procurement role Familiarity with vendor management and contract negotiation Basic understanding of supply chain principles and inventory management
Certifications/Licensure: ☐	
Other: ☐	Proficiency in Microsoft Office Suite, particularly Excel Purchase Order platforms experience (NetSuite, QuickBooks, KissFlow, etc.)

PREFERRED QUALIFICATIONS



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Education: ☐	Associates or bachelor's equivalent degree in business administration, Supply Chain Management, or a related field
Experience: ☐	6+ years of experience in supply change management, business administration, or a related field. Management experience preferred Experience with procurement software or ERP systems
Certification/Licensure: ☐	a) Purchasing certification (CPSM, CSCP)
☐	b)

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

☐	Knowledge of and demonstrated respect for AI/AN history, values, customs, and practices.
☐	Knowledge of the healthcare industry
☐	Knowledge of confidentiality requirements related to the industry
☐	Knowledge of data analysis and reporting tools
☐	Strong customer service, active listening, and self-management skills
☐	Ability to work independently as well as in a team and on multiple deadlines.
☐	Ability to pass annual state background check
☐	Strong analytical skills and attention the detail
☐	Demonstrated organizational skills
☐	Demonstrated ability to work both independently and within a team setting.
☐	Demonstrated ability to handle the occasional stressful and problematic situation.
☐	Excellent interpersonal/professional skills, i.e., ability to respectfully interact with people.
☐	Proficiency with Microsoft Office software and knowledge of database software (RPMS).

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level

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of emotional balance. Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

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REVIEWED BY	Sherry Trask , HR Consultant	Signature	Signed by: <i>Sherry Trask</i> 4FF99C9EBB8849B...
APPROVED BY	Executive Director	DocuSigned by: <i>Matt Posa</i> F4CBC6292294446...	NEXT REVIEW: September 2029

EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the description of the Purchasing & Inventory Coordinator position.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodation required to perform these functions:

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Employee Name (Print)	Employee Signature:	Date: