



## Housing Authority of the Seminole Nation of Oklahoma

### PROCUREMENT SPECIALIST

The Procurement Specialist is responsible for overseeing all of the HASNOK'S procurement activities. This includes all supplies, materials, equipment and contracted services. The Procurement Specialist will promote competition in contracting and assure that purchasing actions are in full compliance with applicable federal, state, and local standards and regulations.

A minimum of two (2) years working experience in a purchasing, accounting, finance or a closely related field is preferred.

An application for employment can be found at [hasnok.org](http://hasnok.org). Submit your application, resume, and a copy of your valid driver's license. Applicant will be subject to a background, and drug screen.

Please submit your information to: HASNOK, Attn: Administrative Officer P.O. Box 1493, or 120 West 4<sup>th</sup> Street, Wewoka, OK 74884, or [administrativeofficer@hasnok.org](mailto:administrativeofficer@hasnok.org) (405) 257-6604.

Position open until filled.