



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT **JOB TITLE:** Travel Coordinator Purchasing

OPEN: July 14, 2026

EXEMPT: No

SALARY: (7) \$ 20.07-\$22.60/hr. DOE

SHIFT: Day

LOCATION: Purchasing

DURATION: Regular Full Time

CLOSES: Until Filled; 1st review 7/27/26

JOB CODE: 8810

DIVISION: Finance

DEPARTMENT: Purchasing

SUPERVISOR: Purchasing Manager

VACANCIES:1

JOB SUMMARY: Under the administrative direction of the Purchasing Manager or designee, the Travel Coordinator will arrange travel for all employees and others in compliance with Tribal policy and Federal Government standards. This position will also assist with the purchasing function as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following and other related duties that may be assigned by the Purchasing Manager or designee:

1. Responsible for arranging all aspects of travel including hotels, transportation and registration as well as issuing Travel Advance numbers.
2. Research, negotiate and secure rates with airlines, car rental companies and hotels.
3. Process all Purchase Orders and Checks for travelers.
4. Review all travel advance requests and check for policy compliance.
5. Calculate and/or verify calculations for total travel costs and communicate with travelers and directors to clarify arrangements and expenses.
6. Make alternate booking arrangements if changes arise before or during trip.
7. Ensure Credit Card Authorizations are submitted for the pre-payment of each hotel booking.
8. Ensure registration is complete before travel dates.
9. Serve as a general resource and point of contact for travel-related issues.
10. Maintain all electronic and physical travel filing systems.
11. Reconcile travel expenses to monthly Visa One statements.
12. Must be available on an on-call basis for travel emergencies.
13. Must assist with purchasing department as needed.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Associate's Degree from two-year College or technical school in Hospitality, Travel, Tourism, Business or related field preferred.
- One year experience or training in the travel field required.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have the ability to take appropriate action in stressful or emergency situations.
- Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to read, analyze and interpret professional journals, technical procedures and governmental regulations
- Must possess a strong work ethic including being service-orientated
- Must have excellent interpersonal, self-starter, organizational, and time management skills
- Must possess effective oral and written communication skills
- Must have a high level of accuracy and attention to detail
- Ability to manage multiple priorities and adjust to changing priorities in a professional manner
- Strong computer skills including proficiency in the use of Microsoft Office programs including Word, Excel, and Outlook
- Must be familiar with computers and financial software systems such as Accufund.
- Ability to work with all departments and agencies inside and outside the organization.
- Must be available on an on-call basis for emergencies situations
- Ability to maintain strict confidentiality at all times

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.