



Job Title:	Procurement Role	Job Category:	Executive
Location:	MN	Travel Required:	Up to 5%
Level/Salary Range:	Non-profit with incentives	Position Type:	Management
HR Contact:	MNSEI.Inc@Gmail.com		
Will Train Applicant(s):	Yes-work with board team	Posting Expires:	Until Filled
Applications Accepted By:			
EMAIL: MNSEI.INC@GMAIL.COM Subject Line: Procurement Role		We are looking for an energetic, passionate and organized individual who assist our board team and help with facilitating the front and back door operations of our organization.	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Conduct surveys with members about desired products/surveys • Connect sales manager with President • Research discount deals • Renew contracts as directed by President <p>TEAM INCENTIVES</p> <ul style="list-style-type: none"> ❖ FREE MEMBERSHIP AND ACCESS TO EXCLUSIVE DISCOUNTS OF SEI ❖ ONE FREE MOVIE TICKET FROM ANY LOCATION PER MONTH (AFTER 60 DAYS ON BOARD) 			

