



**SOUTH BURNETT  
REGIONAL COUNCIL**

# Employment Opportunities

## **PURCHASING AND INVENTORY OFFICER (KINGAROY)**

**Permanent Full Time**

**\$71K - \$75K per annum + Allowances + Super**

Council is seeking an officer to perform supply chain duties that supports Council operations through efficient inventory management processes and purchasing tasks in accordance with Council requirements. Undertaking all aspects and functions related to Council inventory management including the accurate recording, receipt and issuance of inventory items and ensure that all deliveries are received and stock issues are appropriately authorised. Maintain the full supply chain of inventory for Council operations and accurately record financial and non-financial transactions into various business systems in accordance with Council Procurement Policies and Procedures. The successful applicant will have demonstrated experience in warehousing with knowledge of purchasing procedures, stock control and stock receipting procedures.

### **MANDATORY:**

- Minimum requirement of a current C Class driver's licence
- Applicable qualification in Purchasing/Procurement/Supply Chain or relevant experience
- High Risk Work Licence Forklift (LF)

### **BENEFITS INCLUDE:**

- Work/Life balance (9 Day Fortnight Roster)
- Up to 12% employer superannuation contribution
- Access to Salary Packaging Benefits, Corporate Memberships and Health and Wellbeing programs

### **Your application must include:**

- A cover letter including statements addressing the key selection criteria (these and tips to complete are available on our website)
- Current resume
- Copies of your tickets, licenses and qualifications that are listed on the position description.

To find out more about this position and how to apply go to **[www.southburnett.qld.gov.au](http://www.southburnett.qld.gov.au)**.

Information can also be obtained by visiting a Customer Service Centre or by contacting People & Culture on 07 4189 9100

**APPLICATIONS CLOSE 4:00PM FRIDAY, 11 OCTOBER 2024**