

POSITION TITLE: Purchasing and Inventory Officer **POSITION NO:** 2545

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 3

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Finance and Corporate

BRANCH: Finance and Sustainability

REPORTS TO: Strategic Procurement Coordinator

ORGANISATIONAL VALUES: ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

1. PRIMARY ROLE

To perform full supply chain duties that supports Council operations through efficient inventory management processes and purchasing tasks in accordance with Council requirements.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Undertake 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.
2. 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.
3. Conduct annual, periodic stock takes and spot checks to maintain accurate stock counts and adequate stock levels as required.
4. Determine required stock levels through identification of product consumption and maintain accurate inventory control processes.
5. Undertake general warehousing and inventory management duties for the receipt and issuance of stock including the operation of a forklift as well as occasional Courier duties as required across the region.
6. Comply with workplace health and safety requirements and manufacturers specifications in relation to the handling and storage of chemicals.
7. Undertake all aspects and functions related to Council purchasing practices, tenders, quotations and supplier contracts in accordance with Council Policies and Procedures.
8. Source quotations and generate purchase orders for required goods and services to maintain the full supply chain function for Council.
9. Respond to enquiries, escalate and resolve tasks/issues as required ensuring the provision of goods and services is delivered in a timely manner.
10. Provide administrative support to the team/unit and contribute to the implementation of continuous improvement in all processes.
11. Maintain currency with all relevant legislative compliance and statutory obligations as they apply to purchasing and procurement processes.
12. Proactively perform as a member of both the immediate team and corporate team including willingness to complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Level of fitness required to undertake a broad range of physical tasks
- Willingness to be adaptable and flexible to undertake a broad range of tasks and activities
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

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

5. KEY SELECTION CRITERIA

1. Demonstrated experience in warehousing with knowledge of purchasing procedures, stock control, and stock receipting procedures.
2. Well-developed negotiation skills relevant to supply chain management and purchasing tasks.
3. Well-developed communication skills with the ability to deliver high quality resolutions and build customer relations.
4. Proficient level of keyboard and computer skills including knowledge of the MS Office Suite and aptitude to learn and utilise Council's corporate software systems.
5. Proven time management and organisational skills with the ability to accept responsibility, display initiative, prioritise workloads and meet deadlines.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
Acting Manager Finance and Corporate: Kerri Anderson	Signature: 