



EXTERNAL VACANCY PURCHASING OFFICER CORPORATE AND COMMUNITY SERVICES

Level 3

Queensland Local Government Industry (Stream A) Award – State 2017

Salary \$72,532.00 – \$76,417.00.00 per annum
(Dependent on qualifications and experience)

An opportunity exists within Mount Isa City Council for a **Purchasing Officer** to join our team. The purpose of this role is to assist the Procurement function in the daily purchasing and supply of goods and services for the Council, the role includes processing of orders, including purchasing analysis. The Purchasing function is the establishment of a centralised purchasing framework, coordinating a centralised approach throughout Council, that supports Council employees and key stakeholders in the execution of the framework.

The successful applicant will have:

- Relevant tertiary qualifications in Procurement/Purchasing or suitable experience is highly desirable.
- Hold and maintain an unrestricted Class "C" Drivers Licence or higher;
- Comprehensive understanding and experience in purchasing and inventory control
- Demonstrated ability to use computerised purchasing software
- Experience in purchasing and stores environment in a multi-disciplined organisation
- Demonstrated experience and commitment to customer service.
- Must be well organised and able to multi-tasks in a dynamic and action-orientated environment to meet deadlines and make it happen.
- Must have ability to build and maintain relationships and work confidently with people at all levels.
- Must possess an enthusiastic and approachable personality.
- Must be an excellent communicator (written and verbal) with the ability to earn trust and credibility.
- Strong analytical skills
- Possess a strong customer service ethos - ability to influence, network, negotiate, counsel and mediate.
- Must have ability to demonstrate a high degree of confidentiality.
- Must have ability to work independently and take initiative, but also be a team player.
- Must be willing to accept responsibility and make decisions based on experience, education and understanding of organisational needs and culture.
- Ability to represent Council's interests in a firm and constructive manner and to be an advocate on its behalf.
- Ability to identify new opportunities to improve overall efficiencies and ensure compliance.

You are required to provide written responses to the Key Selection Criteria which is located in the back of the position description.

Applicants will be required to undertake and pass a pre-employment medical.

The benefits of working for Local Government:

Council offers excellent working conditions, generous superannuation benefits (up to 12%); minimum 36.25 hour working week with Council's flexitime agreement and 5 weeks annual leave.

Applications/Enquiries:

You will require the application form and Position Description to effectively respond to the Key Selection Criteria. Applications should be supported by full resumes, a completed application form and must address the Key Selection Criteria as detailed on the Position Description.

Applications Close: 5:00pm on Monday 20th September 2021.

David Keenan
Chief Executive Officer

PO Box 815 MOUNT ISA QLD 4825
Website: www.mountisa.qld.gov.au

"Mount Isa City Council is an Equal Opportunity Employer with a non-smoking work environment"

Applicants must be eligible to live and work within Australia



Mount Isa City Council

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