



PROCUREMENT OFFICER

Lockhart River Aboriginal Shire Council is seeking a suitably qualified and experienced candidate to fill the above role based in Cairns office. The position will oversee the daily procurement operations of the council.

Key responsibilities

- Undertaking operational purchasing activities including ordering materials and processing a range of purchase orders, work orders, and similar requirements for supply and delivery of goods and services.
- Ensuring compliance with the council's procurement policy, finance delegation and other policies and legislation.
- Providing efficient and high standards of customer service to directors, supervisor and staff including coordinating responses to escalated customer queries.
- Demonstrated budgeting abilities, including numerical skills for the analysis of financial information, prepare reports, briefings, submissions and relevant correspondence.
- Understanding of all aspects and functions related to council inventory management including the accurate recording, receipt and issuance of inventory items.
- Establishing relationships with suppliers and subcontractors focusing on competitive pricing and meeting established performance standards.
- Ability to work with a team and across networks.

Selection Criteria

- Possess an appropriate qualification in business administration and/or bookkeeping.
- Demonstrated experience in warehousing with knowledge of purchasing procedures, stock control, and stock receipting procedures.
- 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, Synergy Soft an added advantage.
- Experience in a similar position, Local Government environment an advantage.
- Proven time management and organisational skills with the ability to accept responsibility, display initiative, prioritise workloads and meet deadlines.
- Hold a current Queensland driving licence.

To apply for this position, please forward application addressing the selection criteria with your resume before the closing date **16 October 2024** at **5:00 pm** to:

Chief Executive Officer,
Lockhart River Aboriginal Shire Council
PO Box 1037, North Cairns, QLD 4870
Email: hr@lockhart.qld.gov.au