

Procurement Officer / Coordinator

CoreStaff • Bayswater WA 6053


Not provided


Work type
Full Time


Contract type
Permanent

Skills

MICROSOFT OFFICE

BUYING/PROCUREMENT

ERP

OPERATIONS

PROCUREMENT

PURCHASE ORDERS

Full job description

Our client is a privately owned Australian manufacture company working within the mining sector, and they are currently seeking an experience **Procurement Office / Coordinator** for a full time position based in their Bayswater.


Duties for this role will include but not be limited to:

- Placing Purchase Orders for Projects and Aftermarket customer orders for execution for Production
- Placing miscellaneous Purchase Orders for daily requirements for Production and Engineering
- Expediting of placed Purchase Orders
- Scope clarification for Purchase Orders to be placed, including scope clarification when issuing of RFQ's to the market
- Assessing bids and making recommendations
- Resolving supplier invoice queries

Experience required:

- Minimum 3 years' experience in purchasing working within a manufacturing environment
- Proven previous experience with Bill-of-Materials and Works Orders

Job details

 Date posted
28 May 2021

 Expired On
27 Jun 2021

 Category
Transport & Logistics

 Occupation
Purchasing & Procurement

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Industry
HUMAN RESOURCE

 Sector
PRIVATE BUSINESS

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

 Company size
201 to 1000

- Strong knowledge of importing items and INCOTERMS
- ERP Experience (PRONTO highly desirable)

Skills required:

- Be able to plan and prioritise workload, in a fast paced environment
- Be detail-orientated and highly accurate
- Have flexibility to move between operations and business priorities
- To work within a team, but also have the ability to work unsupervised and independently where required
- Ability to use all Microsoft Office program
- Must be able to conduct data analysis and present findings, including drawing reports from the ERP system

If this sounds like the role for you please email your resume and cover letter to Trisha Clark at tclark@corestaff.com.au or apply through the advertising link today.