

Position Vacant

Purchasing & Stores Officer

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position.

2. Selection Criteria

Address the essential selection criteria listed in the position description.

3. Resume

Provide a resume, which includes:

- Education and Qualifications;
- Professional Development (any other courses you have completed or are currently enrolled in);
- Computer skills and software packages you are familiar with;
- Employment History (Position, School/Organisation, Dates);
- Copy of Blue Card; and
- Name and contact details of two referees.

4. Submit Application

5. **The job will remain open until this position is filled.** Your application can be emailed to employment@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Purchasing & Stores Officer	Classification Level	Level 5 - 6
Department	Corporate Services	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Director of Corporate Services	Location	Napranum
Nature of Employment	Full time		

PRIMARY POSITION OBJECTIVE/S

Responsible for the purchasing and supply of goods and services for the depot store, the role includes receipt of goods, processing of orders and assisting in stock control processes including handling, storage, delivery, and documentation activities.

To communicate to stakeholders on stock level, stagnating and dead stock and undertake re-order of low-level stock.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- Responsible for the coordination and daily management of the warehouse.
- Maintain compliance and control.
- Obtain quotations in accordance with Council's Procurement Policy prior to raising purchase orders.
- Raise purchase orders and assist in the day to day purchasing activities for goods and services in accordance with Council policies and procedures.
- Maintain the Tools Register.
- Issue stock to requisitioning staff and record all issues within system in an orderly manner.
- Monitor and maintain store stock levels in consultation with the Director Corporate Services.
- Liaise with Council's Accounts Officer to ensure timely matching and payment of orders and invoices.
- Manage the supply chain process with sufficient lead time.
- Periodically cross check physical stock to reconcile with Council stores system.
- Oversee in stock count at annual stocktakes and at any periodic level reviews.
- Monitor and manage the local buy and Vendor Panel Systems.
- Prepare and assisting with Managing Tender Processes for Council.
- Management of fuel supplies and weekly reconciliation of fuel.
- Prepare and dispatch Council equipment for return and repair.
- Operate the store forklift.
- With the assistance of the Warehouse Officer and in accordance with NASC's policies and procedures: clear stale orders, determine stock items and their levels and re-order when needed, receive, inspect, unload and shelve supplies, ensure supplies are arranged in category on the shelves, ensure shelved supplies bin location is properly updated in stores system.
- Other duties as directed by the Director Corporate Services.
- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Corporate Services.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements, and rulings on attendance at work

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and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.

- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Prerequisite

- Current "C" Class Queensland licence

Essential Experience/Qualifications

- Certificate III and IV in Warehousing Operations, or equivalent recognised qualifications in warehousing or stores.
- Experience in construction, warehouse operations or inventory control.
- Excellent customer service skills.
- Good verbal communication skills.
- Good computer, numeracy, and literacy skills.
- Responsible and reliable and able to maintain confidentiality.
- Be physically fit and healthy to be able to meet the requirements of the position.
- Proven experience working and communicating effectively in a cross-cultural environment.
- Possess a senior first aid certificate or be willing to obtain one.
- Agree to a Commonwealth Police check.

Desirable

- Working knowledge of the Work Health and Safety Act 2011.
- Previous exposure to living/working in a remote area.
- Forklift Operators Licence.

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EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.