

Purchasing Officer

- CBD location
- Fantastic working environment
- Work for a worthwhile cause!

CatholicCare is the official welfare arm of the Catholic Church in the Archdiocese of Sydney. As an instrument of Christ's liberating presence in the world, CatholicCare provides for the social and emotional wellbeing of communities, families and individuals.

Due to the retirement of a long-standing employee, the Purchasing Officer role has now become available. Reporting to the Fleet Manager, you will be responsible for coordinating the purchase of products and services organisation-wide. In particular, you will have specific responsibility for:

- Liaising and maintaining a solid working relationship with our suppliers to obtain the best price and service
- Ensuring products and services are procured in line with business requirements in terms of cost, timing and quality
- Ordering the installation and maintenance of all Agency landlines and mobile phones
- All printing needs for staff (including business cards)
- Organising the opening of new supplier accounts
- Arranging external services - including couriers
- Maintaining the register of receipt books.
- Assisting the Fleet Manager, as required.

You may occasionally also be required to provide support to our Head Office administration team including receptionist relief.

To be successful in this role, you will ideally have several years experience in a stand-alone purchasing role making purchases for multiple locations. Excellent organisation and communication skills, a good attention to detail, problem-solving skills and initiative are essential. You will also be an intermediate user of Word, Outlook and Excel and be confident using on-line ordering and delivery methods. Use of accounting software - especially Finance One, would be advantageous. Qualifications and/or experience in Procurement or Business Administration would also be highly regarded.

Salary packaging is available to the right candidate.

Completed applications should be received by close of business on Friday, 10th July 2009. Applications should be emailed to sandra.carvahlo@catholiccare.org.