

Position Description

Position Title: Purchasing Officer

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| Reporting to | Managing Director |
| Liaises with internally | Managing Director, Administration, Workshop, Sales Consultants, People & Culture, Finance & Legal, Marketing, WA Office, QLD Office |
| Liaises with externally | Customers, Stakeholders |
| Purpose of the Position | The purpose of a Purchasing Officer at John Valves is to manage the procurement of goods and services required for the business to operate efficiently and cost-effectively. Their primary goal is to ensure the business receives quality products and services at the best possible price, delivered on time and in line with company policies and budget. A Purchasing Officer plays a critical role in balancing cost control with operational needs, supporting smooth business operations while effectively managing expenses and maintaining supply chain efficiency. |
| Behaviours/Values | <p>Respect – We value all people, opinions, abilities and qualities</p> <p>Quality – Do it Once; Do it Right</p> <p>Integrity – Trust our service, people and products</p> <p>Teamwork – Where Everyone Wins</p> <p>Transparency – Dealing honestly and fairly with everyone</p> <p>Customer Focus – Your happiness is our success</p> |
| Essential Criteria | <p>The Purchasing Officer should have the following criteria:</p> <ul style="list-style-type: none"> • 3 years plus in a similar role in an industrial segment. • Supply chain management experience associated with steel product manufacture. • Understanding of the supply chain process and how it impacts purchasing decisions • Experience in following up suppliers in terms of inventory tracking and management • Ability to research, evaluate and manage vendor relationships and sourcing • Ability to work with engineers & production personnel. • Proficient in MS Office (Word, Excel and Outlook) • Experience with ERP software systems or other purchasing software • Knowledge of the practical management of Occupational Health and Safety and ability to comply • Excellent numeracy and literacy skills • Excellent work ethic with high attention to detail and strong communication skills. • Have the ability to work as part of a team. • Strong problem-solving skills with the capacity to identify and resolve issues within the purchasing process • Some mechanical valve knowledge would be an advantage. |

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| | <ul style="list-style-type: none"> • Adherence to ethical standards and values in all purchasing activities |
| Preferred Criteria | <ul style="list-style-type: none"> • Strong background in purchasing roles in a mechanical or production environment • Demonstrable knowledge gained in a similar role in a manufacturing or engineering segment an advantage • Knowledge of or awareness of Valves a distinct advantage. |
| Key Performance Indicators | <ul style="list-style-type: none"> • Punctuality • Prioritising work in step with any issues that arise • Ability to complete an assigned task within the required time frame • High attention to detail • High level of communication with the Production staff and members of the Management Team • Compliance with all John Valves systems, standards, policies, and procedures • Complete preventative maintenance requests as per schedule • Strong organisational skills |

Tasks and Responsibilities

For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow directions provided by senior members of the team, where authorised

Key Responsibilities for the Role

- Sourcing and selecting suppliers based on quality, reliability and cost
- Negotiating prices, contracts and terms with vendors and services providers
- Raising and processing purchase orders and tracking deliveries
- Monitoring inventory levels to ensure timely replenishment
- Ensuring compliance with procurement policies and regulations
- Strong interpersonal and communication skills.
- Respond to customer emails in a timely manner.
- Strong presentation skills and a professional appearance.
- Willingness to work a flexible schedule.
- Evaluating supplier performance and maintaining strong relationships
- Strong attention to detail
- Excellent time management skills; moving orders quickly and accurately for our customers
- Collaborating with internal departments to understand their purchasing needs
- Analysing purchasing data to identify trends, optimise costs and improve purchasing processes
- Communicate effectively with internal and external stakeholders on purchasing
- Commercial awareness by understanding of market conditions, supplier capabilities and pricing trends
- Other duties as required during the operation of the business.

Key Competencies

- Mechanical aptitude for understanding
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with other from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.
- This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

Name: _____

Signature of Employee: _____

Date: _____