

POSITION VACANT

Procurement Officer Full Time



Located approximately 550km south-west of Cairns and just south of the base of the Gulf of Carpentaria, in the heart of the Gulf Savannah country, lies the quaint and beautiful town of Croydon. Rich in history, boasting beautiful heritage buildings, the iconic Gulflander train, stunning sunsets and numerous trails for birdwatching, bushwalking, mountain biking and trail running. Croydon offers a unique Outback experience while providing all the necessary services, including a general store, healthcare centre, schooling, and recreational facilities.

The Position: This role requires a methodical and organised person, who can autonomously manage and improve the purchasing process of Croydon Shire Council. You will coordinate the procurement of goods and services, stores functions and accounts payable to ensure the continuity of Council works and projects and ensure purchases are made cost effectively and consistent with quality, delivery timeframes and in accordance with Council requirements, policies, procedures and legislative requirements. Reporting to the Finance Manager, this position will be closely aligned with the Works Department and will take direction predominantly from the Works Manager regarding day-to-day operations. The position will support the Finance and Works teams with administrative tasks as required.

Duties include but not limited to:

1. Preparation and administration of contract and tender documentation and other applicable correspondence, reports and presentations.
2. Establish manage and maintain all preferred supplier arrangements in accordance with best practice, standards, legislation, policies and procedures.
3. Ensure all purchasing and procurement records are maintained in accordance with Council's financial accounting standards, policies and procedures.
4. Actively identify and contribute to continuous improvement of the contract and tender related policies and procedures, including the contract and tender conditions, tender evaluation plans, guidelines, templates and all other associated documentation.

Skills / Experience Required: To be successful in the role, you will need:

1. Relevant tertiary qualification or substantial relevant experience within a procurement environment.
2. Knowledge and demonstrated experience in working in procurement.
3. Previous Local Government experience, desired but not essential.
4. Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel.

For further information on Croydon Shire Council and the region please visit www.croydon.qld.gov.au or for further information on the position please contact Councils Business Manager, Stephen Frost on 07 4748 7100 or email sfrost@croydon.qld.gov.au.

Applications are to include a covering letter, resume and at least 2 referees. Applications can be:

- Emailed to: Business Manager, Croydon Shire Council admin@croydon.qld.gov.au
- Delivered to: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871

Applications close 5pm Tuesday 7 May 2024

Jacqui Cresswell

Chief Executive Officer

22 April 2024