



Croydon Shire Council

POSITION VACANT

Procurement Officer

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 supermarket, 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. To coordinate the procurement of goods and services and accounts payable to ensure the continuity of Council works and projects. To ensure purchases are made cost effectively and consistent with quality, delivery timeframes and in accordance with Council requirements, policies, procedures and legislative requirements.

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

- Relevant tertiary qualification or substantial relevant experience within a procurement environment.
- Knowledge and demonstrated experience in working in procurement.
- Previous Local Government experience, desired but not essential.
- Sound mathematical skills.
- Proficient computer skills with working knowledge and an intermediate to high level of competency in Microsoft Office software particularly Office and Excel.
- Ability to manage time, set priorities, plan and organise own work and that of subsidiary personnel.
- Outstanding communication skills.

The position description can be downloaded from Council's website www.croydon.qld.gov.au

For further information about the position please contact Council's Acting Director of Corporate Services, 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 references and Emailed to: Human Resources Officer, Croydon Shire Council admin@croydon.qld.gov.au or delivered to: Croydon Shire Council Administration Office, 63 Samwell Street, Croydon Qld 4871

This position will remain open until the position is filled. Applications will be assessed as they are received.

Jacqui Cresswell
Chief Executive Officer

23 October 2025