

POSITION DESCRIPTION

Position:	Logistics and Purchasing Officer
Reports To:	Supply Chain Manager
Supervises:	N/A
Location:	West Melbourne
Tenure:	Permanent Part time (minimum 32 hours per week)
Conditions:	Conditions of employment are detailed in the Employment Contract.
Authority:	

The following limits to authority cannot be exceeded without the approval of the Managing Director:

- May not alter design specifications, project budget or project schedule without approval of the Project Manager, or the Engineering Manager as appropriate
- May not make commitments to customers and suppliers involving new work or revised costs
- May not raise Job Numbers
- May not sign quotes

General Responsibility:

The Logistics and Purchasing Officer's main focus will be:

- Management of the day to day materials management activities in Tectonica, in accordance with the Company's Business Management System
- Maintenance of the Company's ERP system, as it relates to inventory management.

Specific Areas of Responsibility:

- Unloading, receiving and inspecting all inbound deliveries
- Undertaking Incoming Goods Quality inspections as directed by the Quality Manager
- Completing receipts and inventory transactions using the company ERP system
- Completing stocktaking activities as directed as directed by the Supply Chain Manager
- Managing store consumables and coordinates stock re-ordering
- Maintaining a clean, tidy, organized warehouse
- Assisting the Supply Chain Manager to procure quotes, as required
- Liaising with the Supply Chain Manager, Engineers, Project Managers and Production staff to source the correct components, materials and manufacturing services, to achieve timely

procurement/dispatch

- Raising and processing Purchase Orders as directed by the Supply Chain Manager
- Issuing stock from Inventory to Projects or Production
- Preparing and Packing shipments for delivery to customers
- Assisting with Export documentation and logistics for international shipping
- Tracking of outbound deliveries to customers to ensure on time deliveries and provide notifications and updates
- Tracking delivery status of all purchased goods and services, to ensure timely delivery to projects and the office as required
- Managing maintenance processes across the facility, as directed by the Services Manager
- Assisting the Supply Chain Manager to implement and maintain efficient and cost effective procurement processes utilising the ERP system
- Ensure that Intellectual Property, Defence Security and confidentiality obligations to the customer and the Company are maintained, as they apply to materials management
- Comply with the Business Management System at all times

Qualifications & Experience:

Essential:

- Previous experience in a stores/warehouse operation
- Must be physically fit, energetic and motivated
- Professional experience in Procurement role, preferably within a technical industry
- Competency in MS Office package (using Outlook, Word, Excel and Powerpoint)
- Tertiary Qualification, TAFE or Trade certification in either electrical, mechanical or electronic trade

Desirable:

- Experience in using an ERP system
- Experience with Quality processes in a manufacturing environment
- Current Manual driver's license
- Previous experience in using a Walkie stacker
- Australian citizenship or permit to work in Australia
- Experience in the Defence industry would be very advantageous

Personal Qualities:

- Excellent communication skills (both written and oral)
- Ability to work with others in a team environment, including sharing knowledge and

experiences

- Excellent time and task management skills
- Ability to multi-task and prioritise tasks to meet deadlines
- Able to maintain confidential materials as appropriate
- Good commercial sense and problem solving skills
- Able to adapt to new tasks, technologies, processes and procedures
- Customer focussed
- Display behaviours which reflect Company values