

POSITION DESCRIPTION

GENERAL INFORMATION						
Job Title: Procurement Officer			Level: Staff		Location: Sydney	
Reports To: Procurement Manager			Direct Reports			
			Graduates	0	Operatives	0
OVERVIEW						
The Procurement Officer is responsible for processing and ensuring compliance for purchasing transactions. Purchases include, but are not limited to, equipment, materials, supplies, goods and services.						

RESPONSIBILITIES
<ul style="list-style-type: none"> Assist the Procurement Officer with the strategic and operational procurement management Liaise with the supply chain to procure material and services for the Contract. Conduct procurement in accordance with the Navantia corporate processes and the Defence requirements. Monitor the compliance of delivery dates from the suppliers Inform and advise on any obsolescence raised by any supplier Close coordination with the maintenance organization to monitor the progress of procurement activities Manage the delivery of all items ensuring completeness of technical and non-technical information Place disposal orders to certified disposal agencies Manage the Priority Demand with the supply chain network and the warehouse Liaise with the suppliers for reporting and performance assessment Liaise with suppliers for warranty and quality claims management Support the Procurement Manager with reporting requirements Raise any risk and implementation of mitigating action for its record in the Risk Register Monitor and maintain the compliance of delivery times Produce cost reports and opportunities to improve LCC Assist with other supply related surge activities

JOB REQUIREMENTS						
Required Qualification/s	Specialty	Languages				
		English	Yes	Spanish		Others
Specific Knowledge / Experience						
<ul style="list-style-type: none"> Proven skills and experience in working with technical drawings Experience as procurement officer in a multi-national organisation Excellent task management skills and very strong interpersonal skills Minimum of 3 years SAP or similar enterprise resourcing planning tool Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills Demonstrated ability to deliver results in a high pressure environment Ability to communicate effectively and build positive relationships at all levels of the business and clients 						
COMPETENCIES						
Technical			Behavioural			
<ul style="list-style-type: none"> Demonstrated knowledge of purchasing principles. Sound knowledge or purchasing systems Ability to interpret technical documentation Preferred Knowledge of Defence Logistic Information Systems (MILIS) 			<ul style="list-style-type: none"> Demonstrate behaviours that promote positive team morale Demonstrate Navantia values at all times and encourage others to do so Develops relationships based on trust and support 			
Management			Leadership			
<ul style="list-style-type: none"> Ability to work independently and communicate with stakeholders 			<ul style="list-style-type: none"> Leads change with energy and enthusiasm 			
Security			Pre-employment Medical			
<ul style="list-style-type: none"> Ability to gain baseline as a minimum 			<ul style="list-style-type: none"> Nil 			

APPROVED			
Date		Date	
Director HR Signature		Managing Director Signature	