Purchasing Officer
Position Description

Job Title: Purchasing Officer
Reporting To: Business Manager
Performance Review Period: 6 months

Purpose of the position

The Purchasing Officer is responsible for coordinating the sourcing, ordering and purchasing of supplies and resources used throughout the College. The position provides support to the administration team, providing back up to reception and sick bay. Working 3 days per week during school terms, additional time is worked in January prior to school returning and additional days at the commencement and the end of the school year.

Responsibilities

- Administration of all Back To School orders, including teacher diaries, classroom supplies, etc.
- Responsible for the coordination of booklists, school diaries and classroom/office furniture.
- Liaise with school uniform supplier.
- Reconcile invoices to purchase orders and account codes as per budgets.
- Conduct cost comparison and liaise with large stationery companies for all school stationery/furniture requirements and order accordingly.
- Stock book room with supplies including textbooks, stationery, workbooks, etc.
- Arranging text book orders for library and teaching resources.
- Organising name badges for new staff.
- Arrange iPad repairs and covers.
- Liaise with second hand book suppliers.
- Bi-annual stocktake on book room supplies.

Other Responsibilities:
- Provide back up support to Reception and Sick Bay.
- Support Registrar with uniform and booklist requirements for new students.
- Assist with Presentation Night, Valedictory and other College events.
Key Selection Criteria

- Adherence to and acceptance of the College’s Statement of Faith and Mission purpose.
- Able to model Christ in all aspects of work and in relationships within the College community.
- Previous experience in administration or similar role.
- Current Motor Vehicle license.
- Be able to work without need for close supervision.
- Ability to prioritise work schedule and meet agreed deadlines.
- Ability to make a valued contribution in a team environment.
- Competent computer skills including good knowledge of Word, Excel and Outlook.
- Satisfactory Working with Children and National Police Records check.

Personal Characteristics

- Personal pride in work quality.
- Attention to detail.
- Ability to remain calm under pressure.

Employment Conditions

- 3 days per week, during school terms, with additional time as required.
- Hours of work - 8:15am – 4:00pm, with a 30 minute unpaid meal break.
- Salary would be commensurate with skills and experience.

March 2016