



Purchasing Talent Pool

Michael Page • Perth WA 6000



Base pay

\$70,000 - \$81,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

15 May 2022



Category

Manufacturing, Production & Operations



Occupation

Purchasing & Procurement



Base pay

\$70,000 - \$81,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

**Australian citizen /
Permanent resident**

Perks

Salary sacrifice

Skills

TIME MANAGEMENT

MICROSOFT OFFICE

STRONG COMMUNICATION SKILLS

BUYING/PROCUREMENT

CONTRACTS

LOGISTICS

PRICING

Full job description

- Flexible working environment
- Potential to move from a contract to permanent role

About Our Client

Michael Page are well established within the not for profit and public sector. Pagegroup has a longstanding and deep track record in servicing the public and not for profit sectors and a range of clients in this space. These clients are mission and community driven to help influence and attend to the needs of the community.

Job Description

Tasks and duties for a Purchasing Officer include, but are not limited to the following:

- Comparing and evaluating supplier offers
- Negotiating contract terms and pricing
- Entering data into order portals and customer relationship management systems; and
- Coordinating logistics

The Successful Applicant

- Experience in a similar position, exposure within the not-for-profit or the public sector is desirable
- Proficient in Microsoft Office Suite programs
- Strong communication skills, both written and verbally
- Strong time management skills, with the ability to prioritise within a fast-paced work environment

What's on Offer

Our clients are offering flexible work hours, salary sacrifice, potential for contracts to move to a permanent full-time role. We have clients based across the Perth Metro Area, with locations convenient for a range of candidates.