

POSITION INFORMATION

Procurement Coordinator





Do you love all things procurement and tender management?

We are seeking a Procurement Coordinator who is ready to grow our procurement and tender management processes with innovative thinking to progress our workplace at Paroo Shire Council.

The Council has a new state of the art Civic and Community Enterprise Centre as its regional office and a growing tourism industry which offers a wide choice of attractions and activities including the \$12million mineral-rich artesian Cunnamulla Hot Springs, Cunnamulla Fella and Historical Railway.

Located in Southwest Queensland, the Paroo Shire Council covers an area of 47,623 square kilometres with Cunnamulla being the hub of the Shire incorporating four beautiful rural towns, Cunnamulla, Yowah, Eulo and Wyandra and a growing tourism industry. Its unique name Cunnamulla, means 'long stretch of water', as the town sits on the edge of the picturesque Warrego River, a popular spot for boating, water sports, hot springs and fishing.

ABOUT THE ROLE



About the Position

If you are keen to live and work in a rural Australian community, with a view to building on and improving your specialist skills in our procurement role then we would love to see you apply for the position of Procurement Coordinator.

The Procurement Coordinator is responsible for overseeing the day-to-day operations of Council's Procurement function, including the development of systems, updating and maintaining Vendor Panel and managing tender processes. You will provide your specialist procurement advice and training to the Executive Leadership Team (ELT) and employees to ensure compliant and efficient procurement practices are in place. The role oversees and collaborates on the efficient delivery of the store's functions to ensure that resources are being optimised across our organisation.

WHAT ARE WE LOOKING FOR?



About You

You will be excited by the opportunity to step into a role where you can develop and implement effective internal controls to provide appropriate financial governance for Council in respect to procurement practices and be able to simplify and streamline processes to support the procurement and contracting functions of Council. You will be ready to provide your expert advice to our Executive Leadership Team (ELT) and assist in building our strong workplace culture driving Council's performance and service delivery.

About Your Experience

You will have a Certificate IV in Procurement and Contracting or a Certificate III in Business or a minimum 3 years' experience in Stores, Warehousing and Vendor Panel administration, preferably within a Local Government environment. You will be able to demonstrate an ability to plan and deliver procurement functions across a wide range of services and have a well-developed understanding of procurement best practice and legislative requirements.

It would be great if you had experience in managing a small store or warehouse team in a local government environment however this is not essential, although you will need a current 'C' Class Queensland Drivers Licence as an essential requirement for this position.

ABOUT YOUR BENEFITS



We will offer you:

- A competitive remuneration package between \$75,848 and \$78,270 depending on experience and qualifications.
- Time to relax with family and friends with 5 weeks annual leave and 17.5% loading
- A nine (9) day fortnight to enjoy a leisurely long weekend
- Uniforms so that you never need to find something to wear.

You will find a copy of the Position Description on our website (www.paroo.qld.gov.au/employment) and if you would like further information please contact Julie Kazich, interim Manager Human Resources on 07 4655 8400.

Applications close Tuesday 1 October 2024 and we are looking forward to considering your application and meeting you. We will be calling you to get to know you before this date if we believe you are the right fit for the job!

To apply please email a cover letter addressing the position responsibilities and your resume outlining your qualifications and experiences to recruitment@paroo.qld.gov.au

For more information about the region visit:

<https://www.paroo.qld.gov.au/visit-paroo/visitor-information-centre>

Please note we can only consider your application if you are eligible to work in Australia



**PAROO
SHIRE COUNCIL**

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