

Purchasing Officer

Location: Wangara, WA

Employment Type: Full Time

The Role

Due to an internal promotion of our current purchasing officer, we are seeking a detail oriented and proactive purchasing officer to join our team, based in Wangara WA.

Reporting directly to the Supply Chain Director, you will play a key role in supporting the day-to-day procurement function, ensuring stock is available when needed, orders are processed accurately, and supplier relationships are maintained. You'll have the benefit of working alongside your predecessor during the handover period, providing strong support as you step into the role.

Your key responsibilities include:

- Raise and manage purchase orders
- Process supplier invoices, credits, and purchase order reconciliations
- Monitor stock levels and support replenishment planning
- Liaise with suppliers to ensure timely delivery and resolve issues
- Support special orders, bulk purchases, and project requirements
- Maintain accurate procurement records and systems
- Work closely with internal teams including sales, stores and finance

What we are looking for- Must Haves

- Minimum 2+ years' experience in purchasing, procurement, or supply chain
- Experience using Microsoft Dynamics ERP (ideally Business Central)
- Strong communication and relationship-building skills
- Willing to undergo a pre-employment medical, including drug and alcohol screening
- The legal right to work in Australia on a full time, permanent basis

What we are looking for – Nice to Have

While not mandatory, if we can also identify these things on your resume, that will set you apart from the crowd:

- Experience utilising data visualisation tools (e.g. Power BI).

- Experience supporting the purchasing function of a geographically dispersed company.
- Experience supporting the supply chain function of a “heavy” industry such as construction or mining.
- Certificate IV in Supply Chain Operations (Purchasing and Procurement), or similar relevant qualification.
- Experience working in a small team environment within a large business.
- An understanding of international purchasing.

Who we are looking for

It is key to your success that you see yourself as part of a team that work together towards a common goal, showcasing one of our most critical values – being good to work with. We are also looking for the following attributes:

- You know how to make things happen – you are adaptable, able to find solutions, and adopt a solution-focused approach to problems.
- You are far-sighted – understanding the impact of your actions on the future and acting to prevent future issues.
- You are considerate, professional, and courteous towards others.
- You have a customer-focused mindset, with the ability to identify opportunities and deliver solutions.
- You are goal-oriented, able to work autonomously and self-manage time to meet outcomes.
- You are adept at working effectively and cooperatively with cross-functional teams.
- You are interested in continuous learning and adept at applying learned knowledge.

Why this is a good opportunity

You will be joining a nationally recognised leader in lifting and rigging solutions, backed by international resources and expertise. You will have the support of a highly experienced Supply Chain Director and a collaborative team.

You can expect a friendly, open, and comfortable company culture, paired with clear targets and expectations, to ensure you know what success looks like.

We are committed to providing opportunities for development to ensure you have the confidence and knowhow to provide superior customer outcomes and want to be a long-term part of the team.

Once you are embedded in the role and we are confident in your abilities, we are open to discussing flexibility and hybrid work options.

How to apply

If you believe you have what we are looking for and want to be part of the team, [APPLY ONLINE NOW.](#)