



Purchasing Manager Alice Springs, NT

- Exciting opportunity to join a dedicated Aboriginal health organisation
- Excellent salary package circa \$85,000 - \$97,000, plus generous leave entitlements and more!

Nganampa Health Council now has an opportunity for a fulltime **Purchasing Manager** to join our team based in Alice Springs. The position offered is a one-year contract basis, with extension expected at the end of this period for the right person.

To be considered for this position you will:

- have **previous experience in purchasing** and maintaining purchasing systems
- be aware of **current proven new systems/best practices in purchasing** - experience with online ordering and ability to implement and train staff in new systems
- be a **learner/implementer** - ability to quickly grasp and implement new concepts, eg importance of PBS codes and checking them through the PBS site
- have **attention to details/follow up** - ability to follow ordering process through - from initial order through to receipt in clinics
- Experience with Fleet Management and Fleet maintenance
- have knowledge of **equipment and the ability to maintain Asset Management software** - follow through with service providers when equipment is sent for servicing
- have **basic teaching/instruction** skills - provide orientation to clinic nurses about purchasing procedures and follow up
- have **reporting** skills – be able to integrate suitable reporting filters in the current and future systems that can be used to identify areas where there are possible problems and then investigate and provide recommendations for action
- have **stocktaking** skills
- have **Advanced Microsoft Excel** computer skills
- have the **ability to learn and cooperative/collegiate approach to work** with a diverse group of co-workers
- be **adaptable and innovative** with an attention-to-detail approach
- be prepared to **take responsibility** for what are important / time critical areas of the organisation
- have the ability to undertake work duties in a **well-organised and systematic manner**

There will be some visits, possibly overnight, required to the Anangu Pitjantjatjara Yankunytjatjara (APY) Lands in remote NW SA as part of this role, so you should be available for this travel.

The Purchasing Manager will be required to assist and relieve for the Fleet Manager when required.

In return for your hard work and dedication, you will be offered a competitive salary package circa \$85,000 - \$97,000 with generous leave provisions such as 25 days annual leave, 15 days sick leave, two weeks study leave, time in-lieu for overtime worked, salary sacrificing and more.

For further information, please call Stacy Hughes 08 8950 6826.

To apply: Email your resume and covering letter to stacy.hughes@palya.org.au or fax to 08 8952 0579 or deliver to 3 Wilkinson Street.

Aboriginal & Torres Strait Islander people are encouraged to apply.

Applications close 5 pm, Friday, 18 May 2018.