

## Procurement Officer

**Long-term irrigation specialist company**  
**Key leadership role**  
**Great Central Queensland location**

### Our Client

Our client is a leading retailer in a range of high-quality irrigation, pump systems, fertilisers, crop protection and farming equipment, they are the one-stop-shop for any farmer in the Bundaberg region of Central Queensland.

### Role

The Procurement Officer is responsible for assessing products, services and suppliers and are responsible for ensuring that approved purchases are of a sufficient quality, cost efficient and timely in their arrival. This position requires dedication & skill to undertake the purchasing decisions for the irrigation division of the business.

### Responsibilities

- Management of purchasing operations and performance of the branch's inventory ensuring profitability & reliable supply of goods to clients
- Keep stock control systems up to date and plan for future capacity requirements
- Management of agency requirements and procedures with various suppliers every month, in conjunction with the logistics officer
- Identification and implementation of opportunities that improve the profitability of individual products and/or services
- Build and maintain positive customer & supplier relationships to strengthen loyalty and reputation
- Contribute to weekly sales meetings for Sales staff and Senior Management
- Assist with Corporate clients & development of strategies to maximise sales to these customers
- Provide information & ideas to assist in the companies, marketing, and advertising programs
- Present a professional image through personal appearance
- Ensuring product compliance with all government regulations and company standards with emphasis on workplace health & safety
- Keeping up to date with current trends within the industry and utilising the information to the company's advantage
- Ensure stockholding values are maintained within the budgeted amount as provided by senior management

### Requirements

- Previous purchasing and sales experience

- Strong focus on branch/business planning, strategic thinking, innovation, and communications skills
- Use of Computer-based accounting system necessary to perform this job
- Familiar with the use of Microsoft Office, especially Word, Xcel, and PowerPoint
- Ability to forward plan for future growth
- Ability to produce budgets
- Ability to work in a team environment to achieve team goals

### **Location And Remuneration**

The role is located in Bundaberg in Central Queensland. A competitive remuneration package will be negotiated.

### **To Apply**

Please apply for this role online (Seek or [www.agri.com.au](http://www.agri.com.au)). For a confidential discussion on the role please call me on [0419012841](tel:0419012841) or email me at [ray@agri.com.au](mailto:ray@agri.com.au) Dr. Ray Johnson, Managing Director, Agricultural Appointments.