

POSITION DESCRIPTION

Position Title:	Purchasing Officer
Direct Supervisor:	Property Coordinator
Key Relationships:	Property Coordinator, Property Officer, Maintenance Officer, Accounts Payable Officer, Head of Departments
MAIN PURPOSE OF POSITION:	
The primary purpose of this role is to research, source and liaise with suppliers on the purchase and delivery of stock items and equipment purchases.	
Accountabilities	Standards of Performance
Work Health & Safety	<ul style="list-style-type: none"> ▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied. ▪ Follow Infection Prevention and Control procedures and standards relevant to the role. ▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries. ▪ Maintain good housekeeping at all times.
Personal Leadership	<ul style="list-style-type: none"> ▪ Acts with honesty, empathy and kindness towards co-workers and clients. ▪ Engages and works collaboratively with others through a shared purpose to achieve goals. ▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity. ▪ Takes responsibility on an individual level to strive for excellence; ▪ Accepts and responds constructively to feedback. ▪ Is aware of own strengths and limitations and seeks help from others as required; ▪ Adapts communication style and messages to suit different personalities and cultures.
Risk	<ul style="list-style-type: none"> ▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.
Quality	<ul style="list-style-type: none"> ▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions. ▪ Contribute effectively towards the organisation's quality accreditation processes.
Values	<ul style="list-style-type: none"> ▪ Adhere to all CapeCare policies and procedures. ▪ Own conduct and approach aligns with the CapeCare Way. ▪ Commits to the values of: <ul style="list-style-type: none"> ▪ <i>Compassion Respect Partnership Commitment</i> ▪ Challenges behaviour in others that contravenes the organisational values.

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EDUCATION/QUALIFICATIONS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Nil formal qualifications required. 	
TECHNICAL COMPETENCIES AND SKILLS: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ A sound aptitude for working with new technology and a high level of proficiency with computer software systems, including Microsoft Word, Excel, Outlook. ▪ Strong customer service/administrative skills and experience. ▪ Strong written and verbal communication skills with the ability to engage with a broad range of stakeholders. ▪ Ability to work within a high-volume transaction and diverse business environment. ▪ Ability to manage multiple suppliers at one time with a strong focus on high service delivery standards. 	
RELEVANT EXPERIENCE: (Detail the required level for recruitment)	
<ul style="list-style-type: none"> ▪ Knowledge of, or experience in a purchasing role. ▪ Previous experience in purchasing in an aged care environment, would be desirable. 	
KEY ACCOUNTABILITIES OF THE ROLE: (Detail the specific tasks and responsibilities for the role)	
<ul style="list-style-type: none"> • Researches, sources and liaises with suppliers on the purchase and delivery of stock items and equipment purchases, ensuring uninterrupted service to the facility. • Obtain quotes to ensure cost effective purchases and services are delivered in a timely manner. • Ensure all purchase requests have been approved at the appropriate management level. • Communicate changes to the business in an effective manner. • Receipt new deliveries and certify invoices for payment. • Maintain the Asset Register as necessary. • Maintain the Contracts Register as necessary. • Liaise with internal stakeholders, suppliers and contractors in relation to warranty issues, repairs and maintenance. • Identify and drive business process improvements. • Assist the property team with general administrative tasks. • Other duties as required. 	
<p>Note: <i>The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.</i></p>	

I have read and understood the duties, responsibilities and requirements as per this position description.

Employee:		Signature:		Date:	/ /
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