

Position Description – Procurement Administration Officer

Core Detail

Title	Procurement Administration Officer
Role	Coordinate the purchasing and supply arrangements for TriCare under the supervision of the Procurement Manager.

Position Parameters

Employment	Full time, 12 month contract
Reporting to	Procurement Manager
Expenditure Limit	\$5,000
Location	TriCare Head Office, 250 Newnham Road Mt Gravatt QLD 4122

Detailed Description of the Position

Purchasing	<ul style="list-style-type: none"> • Undertake audits of aged care facilities to identify improvements in presentation of furniture, fixtures and equipment (FFE) and prepare capital purchasing budgets accordingly. Oversee the approved purchasing of FFE. • Assist with new building and existing building fit-outs and refurbishments Manage end to end SRM with multiple key vendors to source appropriate products and services and to ensure service and supply levels are being met. • Prepare and maintain purchasing guides and resources so that all internal customers are well informed on current preferred supplier status, price catalogues and supplier contact details. • Oversee the capital request/approvals electronic system to ensure adherence to company purchasing policies. • Consolidate group-buying processes to maximise discounts and commercial benefits. • Oversee preparation of correspondence for quotes. • Oversee preparation of purchase orders. • Provide direction to all managers and employees on suppliers and equipment.
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Supply	<ul style="list-style-type: none"> • After feedback from the operating divisions, liaise with suppliers or tender to market (Request for Proposal – RFP) to source the most appropriate products/services, which will achieve optimum outcomes for TriCare. • Meet with all contracted suppliers on a regular basis to check that service and supply levels are being met. • Ensure all relevant compliance; Police Checks, insurance and registration details for all contracted suppliers are maintained. • Oversee the management of complaints, in respect to contracted suppliers, from TriCare sites including addressing the complaint with the relevant supplier.
Procurement Health and Safety Requirements	<ul style="list-style-type: none"> • Ensure health and safety requirements are identified, evaluated and incorporated into all purchasing specifications for services of contractors engaged to perform work on TriCare's behalf. • Ensure the ability to meet health and safety requirements is assessed in the selection of contractors and labour hire employees. • In conjunction with the Maintenance Manager and Manager – Risk Management and Self Insurance and relevant Divisional Managers, ensure that contractors' health and safety performances are monitored and reviewed to ensure continued adherence to TriCare's Injury Risk Management Standards. • Ensure TriCare determines its health and safety requirements prior to the purchase of goods, and communicates those specifications to the supplier. • In conjunction with the Manager – Risk Management and Self Insurance and relevant Divisional Managers, ensure that procedures are established and implemented for verifying that purchased goods conform to health and safety requirements, and any non-conformances are addressed before the goods are put into operational use. • Ensure procedures are established and implemented that ensure materials and substances are disposed of in a manner that minimises risk of personal injury and illness.
Administration	<ul style="list-style-type: none"> • Oversee suppliers' invoicing to ensure contracted rates are being adhered to, resolve any variances with the supplier. • Oversee the maintenance of the Expenditure Requests' Register and the filing of copies of the Requests. • Ensure all expenditure limits are in accordance with Position Description for relevant employees.

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- Maintain signatory registry of all authorised employees with expenditure authority.
 - Maintain an electronic record of purchasing and contract savings achieved and prepare monthly reports.
 - Provide purchasing performance reports as required.
 - Complete credit account applications with suppliers/contractors and ensure that the applications meet TriCare's requirements.
 - Oversee large contracted suppliers invoicing, apply credits and rectify any errors in processing the account.
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Skills and Knowledge

- Effective written and verbal communication skill with people at all levels of the organisation.
- Advanced negotiation skills.
- Commercial acumen.
- Ability to identify safe, practical and cost efficient equipment.
- Advanced computer Skills, particularly with MS Word and Excel.
- Proven administration ability with strong attention to detail.
- Quality management philosophy.
- Good knowledge of English language (including spelling and grammar).

Personal/Other Attributes

- A business-like, mature attitude and a proven customer service ethic.
- Effective time management skills with the ability to prioritise, work under pressure, manage projects and meet multiple deadlines.
- Decisive and analytical.
- Ability to accept changes in work priorities.
- Ability to work effectively and cooperatively in a team environment and achieve set goals with minimal supervision.
- Flexibility with hours when workloads demand.
- Self-motivation and initiative with a proactive positive approach to work.
- Ability to be creative and innovative at problem solving.
- Understand the need for confidentiality.

Experience

- Previous experience in purchasing negotiation desirable.
- Previous service-based industry experience preferred.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Performance Review.