

POSITION DESCRIPTION



GOOD, BETTER, BEST...™

FURPHY
ENGINEERING

POSITION TITLE	Purchasing Officer
DEPARTMENT	Furphy Engineering
COMPANY	J Furphy & Sons Pty Ltd
REPORTS TO	Materials and Supply Chain Manager
OTHER KEY RELATIONSHIPS	Purchasing Officer, Warehouse & Distribution Officer, Project Managers, Project Engineers
LOCATION	Shepparton, Victoria
BASIS OF EMPLOYMENT	Permanent - Full/Part Time

COMPANY BACKGROUND

J Furphy & Sons are a 5th generation, family-owned manufacturing business, based in Shepparton, Victoria. The engineering arm of the business, Furphy Engineering specialises in stainless steel tank and vessel design, manufacture, inspection, and maintenance with customers across Australia.

To support its operations, Furphy Engineering procure goods and services from a wide range of local and international suppliers and are required to manage supplier performance, supply-chains logistics, delivery timeframes and onsite inventory/stock levels to ensure the necessary goods and services are available to support on time delivery of project.

Find out more about Furphy Engineering here: www.furphyengineering.com.au

COMPANY MISSION

Our **Mission** is to be a trusted partner and support our customers to achieve their goals by providing quality outcomes through safe, innovative and sustainable solutions.

Our **Vision** is to be Australia's best and most trusted supplier of stainless steel process and storage vessel solutions.

COMPANY VALUES

- *Our People Matter* – We work safely and value everybody's wellbeing
- *Good, Better, Best* – We help each other to continuously improve everything that we do
- *Part of a Community* – We invest in our communities to make them a better place to live
- *We Create Value* – We take pride in creating value to our customers by making quality products and delivering great service
- *Honesty & Integrity* – We trust one another to do the right thing

ROLE OBJECTIVE

This role is responsible for performing purchasing, procurement and inventory/stock control activities covering a diverse range of goods and services in accordance with best practice procurement and probity standards.

This role works closely with, and largely under the direction of the Materials and Supply Chain Manager.

KEY ACCOUNTABILITIES/RESPONSIBILITIES

General Purchasing Activities

- Manage purchasing process including requesting quotations and raising orders
- Liaise with the Engineering Team to ascertain project-based purchasing requirements, and complete in timely manner to support project delivery. Be aware of material and service project allowances and advise of variations outside of agreed tolerances
- Investigate discrepancies (ordered vs actual), resolve issues and liaise with Accounts teams to ensure prompt payment to suppliers.
- Manage supply chain logistics including international shipping and delivery processes.
- Undertake analysis of pricing performance and make recommendations of ongoing/future goods and services preferences
- Liaise with Materials Manager regarding pricing trends and changes

Supplier Management

- Develop and maintain supplier relationships with key material and service providers
- Undertake analysis of supplier performance and make recommendations of ongoing/future supplier preferences.
- Interpret, negotiate, maintain and monitor supplier/service agreements and pricing.

Inventory and Stock Control

- Allocate and support inventory and replenishment activities in accordance with procedures

Other Duties

- Adhere to procedures/processes for safe work practices and OHS requirements
- Assist and support Warehouse & Distribution functions relating to loading/unloading of materials, scheduling, material inspection and certification, organisation and delivery
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness

KEY POSITION CAPABILITIES

- Excellent organisational and administrative skills including attention to detail and accuracy
- Ability to prioritise tasks to manage competing deadlines
- Well-developed interpersonal skills and ability to liaise effectively with a wide range of stakeholders, and work effectively within a team environment
- Well-developed written and oral communication skills
- Proficiency with software systems including Microsoft Office applications, financial management or procure-to-pay systems, and inventory/stock control systems
- Demonstrated understanding of probity and confidentiality requirements as applicable to procurement activities

SELECTION CRITERIA

Mandatory

- Demonstrated experience in a purchasing/procurement role
- Advanced MS Office skills including Word and Excel
- Well developed organisational and planning skills

Desirable

- Formal qualification in purchasing and/or supply
- Current Forklift Licence
- Demonstrated experience using financial management systems (Dynamics SL or equivalent)
- Demonstrated experience in a manufacturing industry
- Demonstrated experience in project environments
- Demonstrated experience with international shipping/supply chain logistics

KEY PERFORMANCE INDICATORS

Performance of the role will be measured against developed KPIs related to:

- Procurement activities – timeliness and accuracy
- Supply chain lead times to manufacturing
- Staff engagement and satisfaction

OTHER INFORMATION

The incumbent is required to hold a valid Australian or International Driver's Licence, and travel is sometimes required.

The incumbent is required to be legally entitled to work in Australia

Nominated hours of work are Monday to Friday 8:00am – 17:00pm with a 60-minute lunch break between 11:00am – 14:00pm

Applicants requesting between 0.5 and 1.0 full time equivalent hours will be considered