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	1.0	K. Bowdler	E. Karpziel
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Job Description – Office and Purchasing Administration			1 of 3
1.0	03 March 2022	First Issue	

## 1 Purpose of Position

We are seeking an Office and Purchasing Administrator to join our Perth office.

The Office and Purchasing Administrator will provide support and assist with orders, stock, receiving and despatch of goods. Support and assist Purchasing and Logistics Coordinator in day-to-day procurement activities. The position is the point of entry to the company for visitors and a number of phone callers and as such the position incumbent is required to be well presented, courteous, efficient, and friendly in person and over the telephone.

## 2 Context of Position

BlueZone Group supplies and sustains Remote and Autonomous Systems (RAS) for Defence maritime applications in Australia and New Zealand.

This position is based in the company's Perth office in Bibra Lake.

Key Interfaces within BZG:

- Commercial Manager
- Purchasing and Logistics Coordinator
- Perth Site Team
- Other BlueZone Group Staff

Key Interfaces outside the company:

- Defence staff
- Client staff
- Supplier staff
- Subcontractors
- Visitors

This position is a full-time or part-time position.

## 3 Reporting Relationships

You would report to the BlueZone Group Commercial Manager

## 4 Work Related Outcomes

REQUIREMENTS	EVIDENCE
Switchboard and reception duties. Welcoming visitors and attending to their comfort.	Consistent friendly, efficient, and effective transfer of incoming information. Measured by visitor feedback.
Assist with producing purchase orders in accordance with company procedures	Timely and accurate entry of data for processing of purchase orders day to day
Stock picking and order processing. Shipping customer orders, delivery dockets and arranging couriers.	Efficient, accurate entry of delivery data into ERP system. Timely production of delivery labels and arranging couriers for customer orders.

REQUIREMENTS	EVIDENCE
Process invoice and credit card payments by using EFTPOS machine as required.	Timely processing of credit card transactions.
Banking of cheques received in the office	Timely banking of cheques.
Managing office supplies and consumables	Sufficient stationary, kitchen, and bathroom supplies.
Collection of mail and deliveries from PO Box and Post Office	Timely collection of all deliveries.
Coordinating site services such as cleaner, air conditioner maintenance.	Site maintenance complete
Participate and contribute to continuous improvement company activities, systems, and processes.	Contribution to company improvements systems and processes  Actively participate in improving business processes and eliminate waste from what we do and how we do it (LEAN program)
Stocktaking for Perth site in line with the company calendar	Accurate and timely stock counts returned to head office for processing.
Fixed Asset audit activities for Perth site	Accurate and timely audit completed of Perth site fixed assets and results delivered to head office for processing.
Compliance with all Occupational, Health and Safety, and ISO9001 Quality Assurance / Quality Control company policies, systems, and procedures.	Comply with traffic and walkway management during forklift operations.  Comply with Hydrostatic Test safety requirements during operation.  Comply with our ISO9001 QA/QC system and new policies and procedures.  Comply with all OHS policies, systems, and procedures.
Other duties as directed.	Demonstrate a willingness to take on other duties as their own work commitments may fluctuate from time to time.

## 5 Selection Criteria

### 5.1 What Qualifications are required?

Certificate or Diploma in business or procurement preferred.

### 5.2 Must Have Attributes

Attitude of care and thoroughness towards assigned tasks

Good written & oral communication skills

### 5.3 What level of experience is required?

Two years' experience in similar role preferred.

### 5.4 What type of person is required?

The successful applicant will be a professional, confident, self-motivated, and self-disciplined person with effective communication, interaction and business ethics skills who is a well organised achiever able to perform at a high level with minimal supervision.

Must be fully vaccinated from COVID-19 or have an approved reasonable accommodation based on local legislation.

### 5.5 What skills are required?

#### General

- Good oral and written communication skill to people at all levels.
- Strong interpersonal skills



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- Able to co-ordinate workload and set priorities in multitask environment and able work under pressure and meet deadlines.
- Work in a team.
- Forklift Licence desirable or willing to be trained.
- Current drivers licence

**Computer Skills**

- Computer literate –Microsoft Outlook, Word, Excel, Power Point.
- Experience with Microsoft Business Central 365 or NAV highly desirable