

Position Title:	Purchasing Officer
Team:	Support Services
Reports To:	Finance Manager
Direct Reports:	Nil
Position Type:	Part Time (0.66 FTE over 4 or 5 days)
Location:	GIVIT Head Office, Milton or Remote (work from home office)
SCHADS Pay Level:	Level 2
Effective Date:	March 2024

POSITION SUMMARY

The primary purpose of the Purchasing Officer role is to facilitate relief purchases for GIVIT. The role is responsible for ensuring for purchase orders for goods and services are processed in a timely and efficient manner, and acts as a point of contact for relief purchasing queries across the organisation.

GIVIT's Disaster and Recovery Services plays a key role in the recovery of affected communities after a natural disaster. As a result, donations received and purchases to support communities and individuals in need, can increase dramatically with little notice. It is essential that the Purchasing Officer can work calmly, efficiently, and effectively in times of stress and disaster.

The Purchasing Officer must be able to work both independently and collaboratively and follow company policies and procedures to support the position. Tasks require a very high level of accuracy and attention to detail, along with the ability to prioritise and meet required timeframes and deadlines. Collaboration across all teams within GIVIT is required for the role and the Purchasing Officer will be able to build relationships and communicate effectively with internal stakeholders across the organisation.

When you join the GIVIT team you become part of the GIVIT Community. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference locally and across Australian, then you belong in the GIVIT Community.

RESPONSIBILITIES

Function/Area	Responsibilities
Purchasing	<ul style="list-style-type: none"> • Daily end to end processing of relief purchases across all states within the GIVIT portal • Monitor and respond as required within the purchasing @ inbox • Efficiently respond to all emails as directed • Prioritise relief purchase requests • Ensure all relief purchase requests are completed accurately and in full, returning to internal or external stakeholders if further information is required • Effective communication with internal and external stakeholders • Obtain all approvals as required and as per process • Sourcing best suppliers to efficiently fulfil orders as per GIVIT policies • Source supplier quotes • Source supplier invoices and ensure they meet requirements • Effectively follow required filing processes for purchasing in SharePoint • Complete all required administration tasks relating to the purchasing process within the GIVIT portal • Assist with building/maintaining strong supplier relationships to enhance procurement activities and objectives • Complete adhoc tasks as required by the team • Provide back up for Info @ inbox when required • Admin support to the engagement team when required
Workplace Culture	<ul style="list-style-type: none"> • Excellent work ethic • Role model behaviours that demonstrate a high level of performance and integrity • Actively participate in GIVIT meetings and communications • Follow GIVIT policies and procedures with pride

SKILLS AND KNOWLEDGE

Personal

- Excellent work ethic
- Works autonomously, flexibly and uses initiative to achieve high quality results
- Confidentiality and integrity
- Positive outlook and commitment to continuous improvement
- Outstanding attention to detail and time management skills
- Process driven
- People/relationship driven
- Strong numerical, written, verbal, and comprehension skills
- A clear police history check

Technical

- Competent application of MS Office, Word, Excel, Outlook and PowerPoint
- Competent in use of office equipment

- Competent in the use of document management systems such as OneDrive

Business Skills

- Effectively and efficiently achieve outcomes to agreed timelines through excellent time management and communication skills
- Able to work under pressure with competing demands and to maintain composure in a fast-paced work environment
- Ability to multitask, think quickly and effectively in a small, dynamic work environment
- Communicates well both verbally and in written form with all internal and external stakeholders
- Flexibility to adapt to different tasks and undertake other responsibilities or activities
- Plans and manages available resources to achieve agreed outcomes and within budget
- Proactively approaches and resolves conflict and seeks support/advice where necessary
- Provides specific, timely and appropriate feedback on their performance and future expectations

Leadership

- Works with GIVIT leadership, colleagues and peers to build long-lasting relationships
- A strong team player willing to 'roll up your sleeves' and assist the full team achieve its' goals
- Works collaboratively with clients and colleagues to achieve outcomes
- Contributes towards the team achieving its outcomes by meeting agreed commitments and by utilising agreed systems, practices, and procedures
- Proactively communicates changes in the ability to meet agreed commitments, outcomes or time frames to ensure colleagues can make the appropriate adjustments, etc

GIVIT Specific

- Knowledge of GIVIT's policies, procedures and practices for self and others.
- Knowledge of GIVIT's donor management system.
- Great "soft-skills" that align with GIVIT's mission and the culture of the team