

APS5 Procurement Officer

Hays • All Canberra ACT



Base pay

\$60,000 - \$70,000



Work type

Full time



Contract type

Permanent

Job details



Date posted

21 May 2022



Expired On

19 Jul 2022



Category

Manufacturing, Production & Operations



Occupation

Federal Government



Base pay

\$60,000 - \$70,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Skills

PROCUREMENT

WRITTEN AND VERBAL

Full job description

Your new company

The department's vision is to enable growth and productivity for globally competitive industries

Your new role

Your role will be predominantly process-focussed around helping deliver aspects of the end-to-end procurement cycle, working closely with a corporate procurement area who provide policy guidance and quality assurance, as well as the business units within the division who identify procurement activities and provide a clear scope for each, and who also handle evaluation activities.

What you'll need to succeed

- The ability to interpret and apply legislation, policies and procedures in a procurement and finance setting
- The ability to work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes
- Commitment to achieving quality outcomes in a high-volume environment
- Experience successfully working as a conduit between suppliers and senior management to achieve desired outcomes within established guidelines.
- Experience in undertaking research, data analysis, financial analysis and project work within an ICT environment and/or procurement contracting environment.

- Well-developed written and verbal communication skills, in particular with a strong focus on attention to detail and accuracy

What you'll get in return

In this role you will have the opportunity to work as part of a cooperative and agile team and develop your skills in procurement and budget matters. You will be offered a 6 month contract with the view for possible extension as well as working centrally in an exciting and diverse role.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call Tess Johnson on 0261 12 7672 or email Tess.Johnson@hays.com.au.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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