



PURCHASING OFFICER

Aerovent Australia is currently seeking an efficient and thorough person to fill the role of purchasing officer based in our Bayswater VIC head office. The applicant must be dynamic, enjoy a challenging role, personable and results focused.

Further, the applicant must possess the following personal skills:

- A strong attention to detail.
- Practical thinking.
- Mechanical aptitude.
- Self motivation.
- Structure & logic.
- Intelligence and responsibility.

Although basic training will be provided for use and implementation of our systems, the applicant must be experienced in the use of the following software:

- Microsoft Excel.
 - Microsoft Word.
-and highly experienced and proficient in the use of:
- MYOB

The position involves:

- Understanding engineered equipment and the parts that they are made from.
- Distributing requests for quotation amongst suppliers.
- Analysing request responses ensuring compliance and suitability.
- Understanding and being sympathetic to cash flow.
- Placing orders within our MYOB system for job parts and company stock.
- Liaising with suppliers ensuring purchased items are delivered in a timely fashion.

The position will suit persons who may be:

- Currently (or recently) involved in an “engineered equipment” purchasing role.

Salary will be commensurate with experience.

It should be noted that we are eager to find a special person, who is dedicated and are seeking applications from those who entirely meet the listed criterion. This position will be rewarding to those who are focused and should be viewed as a long-term career path accordingly.

Applications should be referenced “Purchasing Officer” and emailed to fans@aerovent.com.au.