

## Purchasing Officer (Technical)

- Full time role
  - Based in Lara
  - Market leading Australian manufacturer
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Air Radiators is an award-winning Australian Manufacturer, committed to the design and delivery of heat exchange and fan solutions across diverse markets both domestic and international. With significant growth opportunities we are looking for a Purchasing Officer to help capitalise on these opportunities by driving the development of key purchasing initiatives.

Reporting to the Engineering Manager, the successful candidate will be responsible for purchasing materials, communicating with suppliers, and identifying and resolving any problems. The role requires both management of inventory levels whilst ensuring service levels to business and control of costs. The ideal candidate will have experience in a manufacturing environment with strong ERP and excel skills.

### Key responsibilities include, but are not limited to

- Manage from internal request to receipt of goods and approval of supplier
- Coordinating the overall supply and purchasing, of technical goods and services
- Work with Engineers to scope and identify requirements
- Coordinate shipping and customs
- Ensure product meets requirement and quality
- Manage cost and deliver VA/VE activities
- Support internal customers
- Achieve 95% DIFOT
- Convert requests into supplier quotes in agreed time frames
- Expedite supply and follow up suppliers confirming delivery schedule
- Supplier management, evaluate, administration and follow up and expedite delivery
- Maintaining REACH plans

### Key skills and experience required

- Minimum 5 years' experience in a senior Purchasing or similar position
- Excellent computer skills with a strong knowledge of Microsoft and MRP/ERP systems
- Preferred background would be from metals manufacturing or automotive type industry
- Excellent communication and presentation skills
- Ability to plan, organise and project manage

### Applications

**Email to:** [recruitment@airrads.com.au](mailto:recruitment@airrads.com.au) with **Purchasing Officer (Technical)** in the subject line.