

Purchasing Officer

- Full time role
 - Based in Lara
 - Market leading Australian manufacturer
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Air Radiators is an award-winning Australian Manufacturer, providing specialised Heat Transfer systems for mobile and stationary applications. With over 45 years of industry experience and an impressive list of Australian and International customers, we have a highly regarded reputation for delivering top quality Heat Transfer systems.

The Role:

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

- Manage from internal request to receipt of goods and approval of supplier
- Coordinating the overall supply and purchasing, of technical goods and services
- 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 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 with **Purchasing Officer** in the subject line.