

Purchasing Officer

- **Exciting opportunity for a professional to join our team**
- **Busy and rewarding permanent full-time role**
- **Market leading Australian manufacturer**

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:

Reporting to the Commercial 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.

- Manage supply from the internal request to receipt of goods and services including sourcing product and receiving quotes
- Ensure that purchase orders are placed in a timely manner
- Work with planners, the warehouse, sales and production departments to ensure correct components are ordered and arrive on time to meet production schedules and deadlines
- Ensuring product meets requirement and quality
- Monitoring stock levels and pro-actively identify purchasing requirements
- Convert requests into supplier quotes in agreed time frames
- Expedite supply and follow up suppliers confirming delivery schedule
- Supplier management, evaluate, administration, ensuring suppliers are adhering to performance expectations
- Maintain Supplier and purchasing master records
- Align supply chain with business objectives
- Manage cost and deliver VA/VE activities
- Achieve 95% DIFOT

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.

www.airradiators.com

