

## **Procurement Officer**

Ward Civil and Environmental Engineering is a highly respected, mid-tier civil contracting company which has a proven track record in the industry for more than 35 years. The company undertakes a diverse range of civil and environmental projects, for a long list of satisfied clients both within the private and public sectors. The company is committed to providing an experienced, innovative, professional and best practice management approach to all projects. The company has been recognised with many awards for both construction and environmental excellence.

Due to continued growth in the Sydney area we are looking to further strengthen our company with suitable enthusiastic and experienced personnel. We are currently seeking a Procurement Officer to work in our Purchasing Department in a role that has considerable variety.

Key responsibilities for this role shall include:

- Be the base of operations of purchasing equipment, plant and other various resources
- Provide support for sites in getting jobs completed
- Seek the best quality resources for the least cost
- Research rates for various resources
- Document and ensure that certificates of currency of subcontractors and suppliers are current
- Obtain quotes from prospective subcontractors and suppliers
- Issue purchase orders to suppliers and subcontractors after approval by senior personnel.
- Communicate with suppliers and subcontractors to maintain good relations.
- Communicate with sites to ensure equipment, plant and resources are used
- Identify non-conformances with respect to supply agreements.

To be considered for this role the applicant must:

- Experience in the Civil Construction industry is preferred;
- Be resourceful, show initiative and be able to communicate confidently;
- Demonstrate a competency in QA, OH&S and Environmental principals and requirements;
- A general understanding of the various technologies of equipment and plant in the engineering industry is also a requirement;
- Demonstrate excellent written and verbal communication skills;

The successful applicant will be offered an excellent remuneration package commensurate with the demonstrated skills, qualifications and experience.

Please email CV to

Ms Daniela Arias

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