

# Purchasing Officer

**5 days per week | West Ryde, NSW**

A rewarding opportunity has arisen for a well-organized person with good liaison skills to support Koorong's mission through coordinating the catalogue production process and managing the non-stock purchasing function. Working flexible hours (either full or part time) over a 5 day week, this presents a unique opportunity to balance work and life, while taking on a fulfilling new challenge.

## Role Specifics:

- Answering sales queries to organize bookings for web and catalogue insert advertisements
- Liaison with internal and external parties (including graphic design team, store managers, customers and suppliers)
- Coordination of inserts and materials to the printer and mailing houses for catalogue runs
- Prioritising and problem solving to ensure deadlines are met
- Negotiating and administering key contracts for services
- Administering stationery and non-product purchases in line with existing supplier contracts
- Invoice reconciliation for non-stock purchases

## Koorong Offers:

- 20-38 hours per week, as negotiated. (Hours must be worked over a 5 day week)
- The satisfaction of regularly seeing the results of a job well done
- Friendly team environment

## Key Criteria:

- Outstanding multi-tasking and organizational skills to consistently meet deadlines
- Effective oral and written communication and excellent interpersonal skills
- The ability to think strategically
- A capable negotiator
- Strong problem solving skills and independent thinking
- Demonstrated ability to take responsibility, be self-motivated and work well without supervision
- Superior mathematical and analytical skills
- Accuracy and attention to detail

**K**oorong is Australia's leading Christian resource centre. With 15 stores Australia-wide and a thriving website, we provide the largest range at the best prices. We strive for excellence in customer service with a servant heart. Join us in the exciting privilege of providing Christian resources to your local community and beyond, with life changing possibilities!

## TO APPLY

Send a resume with cover letter, addressing the role criteria, to:

**e:** [accjobs@koorong.com.au](mailto:accjobs@koorong.com.au)

**Closing Date: 21 February 2016**