Procurement Officer

ASX Position Description

ASX "All Roles Flexible"

ASX offers mutually beneficial flexible working arrangements.

We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot	
Role:	Procurement Officer
Reports to:	Senior Manager, Finance
People Management:	n/a
Budget:	n/a
Team:	Procurement
Date:	January 2019
Location:	Sydney, NSW
Flexible Role:	Yes

What's On Offer

The procurement function works to ensure the timely, cost-efficient acquisition of required supplies for the ASX enterprise. This role undertakes the administrative processes of the Procurement function, working collaboratively within the Finance group and across a diverse range of internal and external stakeholders and in the context of strong control environment

What you'll do:

- Provide a responsive and quality service to internal and external customers
- Raise purchase orders and reconcile supplier invoices
- Liaise with suppliers and representatives
- Source and negotiate the supply of goods and services
- First point of contact on a broad range of key supplier categories, including office stationery, canteen, taxi's and travel
- Provide internal stakeholders with Procurement related system (PeopleSoft) training and support
- Monitor and maintain the Supplier Relationship Management (SRM) database
- A continuous focus on robust and efficient financial and business controls, and procurement processes

What you've done:

- Experience in a Procurement, Accounts Payable or similar role
- Developed and maintained strong cross functional working relationships
- Self-starter, engaged, resilient and adaptable
- Task focused with high attention to detail
- Good time management and ability to prioritise workload against tight deadlines

And if you've got some of this, even better:

- Experience working in PeopleSoft or SAP
- Intermediate experience in Microsoft applications – Excel, Word, PowerPoint
- Ability to produce reports and presentations
- Understanding of accounting principles
- A tertiary qualification in business or analytical subject

What you need to enjoy and be good at for this role:

- Teamwork oriented with excellent interpersonal and communication skills
- Attention to detail and problem solving
- Good time management skills
- High customer service delivery
- Proactive and reliable
- Work collaboratively
- Continuous improvement mindset