



## **Purchasing Officer**

Hort Enterprises is seeking a Purchasing Officer to join our team.

This position is located at our Orange office and will report to the Administration Manager.

Your responsibilities will include:

- Managing the procurement inbox.
- Procuring goods, materials, and services in accordance with specified requirements as to quantity and quality, on the due date and at the best price.
- Raising purchase orders, and ensuring timely expediting of those purchase orders.
- Reconciling and processing purchase orders, delivery dockets and supplier invoices.
- Liaising with valued suppliers.
- Stock take and inventory control.
- Reviewing commercial terms of vendor offers.
- Ensuring correspondence records are maintained.
- Tendering for supplies.
- Maintenance of the asset register.
- Logistics.
- General support to the Administration Department as required.

The successful candidate will have at least 3 – 5 years' experience in a previous purchasing role, with proven experience within a deadline-driven environment. They will have high level interpersonal and communication skills in order to liaise with internal and external clients and suppliers. They will possess good negotiation skills and have the ability to work in a team environment.

**Closing date: 21<sup>st</sup> February 2017**

To apply for this position please forward a copy of your resume and covering letter to:

Human Resources  
Hort Enterprises Pty Ltd  
PO Box 8118  
Orange East NSW 2800  
Or

E-mail your resume to: [hr@horts.com.au](mailto:hr@horts.com.au)  
Ph.: (02) 6391 4132