



**VK LOGIC**

## **Purchasing Officer**

Based in Albury, VK Logic provides Integrated Automation, Electrical and Engineering Services. We are looking to appoint an experienced Purchasing Officer to join our team.

Reporting to the Business Manager, your main focus will be to proactively coordinate a high volume of purchase orders and assist with the transactional purchasing functions.

### **This role involves:**

- Raising purchase orders for goods and services
- Managing and tracking the progress of purchase orders and following up on overdue orders
- Receiving and issuing goods
- Finding sources of supply and obtaining quotes from suppliers
- Negotiating with suppliers to meet quality, delivery and cost objectives
- Investigating stock discrepancies
- Some local travel to support the operational requirements across 2 sites.

### **To be successful for the position you have the following skills and attributes:**

- Must have proven experience in a similar role
- Previous experience in a similar industry, whilst not essential, will be highly regarded
- Exceptional attention to detail
- Excellent communication skills, both written and verbal
- Highly motivated and committed to exceptional customer service
- Great time management and organisational skills
- Ability to work under pressure
- Capable of prioritising and multi-tasking work to meet deadlines
- Strong computer literacy skills, particularly Excel

### **Essential Criteria**

- A current Australian Driver Licence
- A strong commitment to WHS

On offer is the opportunity to advance your career in a fast growing and dynamic company that is locally owned and operated, excellent remuneration package and a great team environment that rewards you for your efforts.

*To apply please email your application/current CV to:*  
**hr@vklogic.com.au with the subject title "Purchasing Officer".**  
Applications close 17/08/2020

**[www.vklogic.com.au](http://www.vklogic.com.au)**