



## Purchasing Coordinator

- Mandurah location
- Secure and permanent position
- Immediate start

Business Solutions (WA) are currently seeking an experienced Purchasing Coordinator for a full-time permanent opportunity based in Mandurah.

The successful applicant will have sound clerical and numerical skills, high level of computer literacy, and excellent organizational skills. Use of own initiative and self-motivation is key, and a good standard of physical fitness is highly desirable.

The ideal candidate will have:

- Demonstrated skills in Menu based inventory systems
- Demonstrated skills in procurement and supply
- Experience in stock control and stock take procedures
- Displays a team orientated focus
- Demonstrated ability to lead and supervise a small team
- Recognise the requirement to prioritise urgent Stores Requisitions
- Excellent client liaison skills
- Proven commitment to Quality Improvement, Accreditation, Best Practice and Customer Service
- Demonstrated ability to meet the key responsibilities and functions
- Strong communication skills both written and verbal

For further queries, please contact Del on (08) 9581 2300 or email [del@bussol1.com](mailto:del@bussol1.com)

Only people with Australia/NZ non-restricted visa should apply.

