

# Purchasing Officer/Coordinator

- Great Culture - our people are our most valuable asset.
- Dynamic Team - fun, energetic and supportive
- Career Opportunity - within a growing Australian business

***Join our Vibrant Team as a Purchasing Officer - Unleash Your Potential in a growing company!***

Are you ready to take your career to new heights and become part of an exceptional company? Look no further than Ingredients Plus and Australian Wholesale Oils, a leading distributor of ingredients to the Beauty Care, Health Care, and Homecare Industries in Australia and New Zealand. We are passionate about providing flexible, reliable, and trusted solutions, and we believe that success is achieved through continuous innovation, enduring partnerships, and a dedication to exceptional service.

The secret ingredient to our Ingredients Plus team is our passion & desire for success driven by innovative concepts and commitment to service. Our team is extremely engaging, and the working environment is supportive & encouraging.

Reporting to the Stock Control Manager, based in the head office in Rydalmere, this role will be an integral member of our Operations team & will be instrumental in our next phase of business growth.

## ***Key responsibilities include:***

- Providing PM's purchasing requirements and costings
- Raise Purchase Orders in JIM2 based on purchasing and planning requirements.
- Provide costings (for goods and freight) to the commercial team as required.
- Run daily Purchasing and Planning report and communicate inconsistencies with PM's.
- Lead the Purchasing and Planning process.
- Monitor Purchasing inbox and action in required time frame.
- Expediate order processing or queries when required.
- Delegate purchasing tasks.
- Follow up on open orders and communicate any exceptions where customer delivery date may be impacted.
- Linking purchasing and logistics to ensure efficient and cost-effective shipping methods used.
- First level service/ problem resolution
- Run Operations reports.
- Support Stock Control Manager
- Costings/Review
- Work closely with the commercial team

## ***The ideal candidate will possess:***

- Experience in supply chain industry
- Purchasing experience (preferably ingredients industry but not essential)
- Strong Excel and Microsoft Outlook skills

- Experience with ERP systems
- High proficiency in the use of Microsoft office tools
- Team player
- Excellent oral and written communication skills
- Problem solving and project management skills,
- Willingness to work independently and confidence to trouble shot complex issues and recommend solutions.
- A willingness to grow and develop with the company
- A bright and energetic personality with a passion for learning and the drive to recommend and implement alternate ways of approaching tasks, and:
- Customer Service oriented, you will have strong work ethic and the ability to work efficiently and effectively both autonomously and as part of a team.

### **Benefits and Culture**

At Ingredients Plus, we value and reward our exceptional team members. When you join us, you can expect:

- A competitive remuneration package.
- A comprehensive induction and training program designed to set you up for success.
- Company Bonus scheme.
- A fantastic team culture that promotes collaboration, support, and camaraderie.
- Ample opportunities for career advancement within our growing team and company.
- Onsite parking

In return for your experience and expertise, we offer a working environment that is not only fun and professional but also clean and engaging. Our team-building events and strong employee engagement plan ensure that you'll feel valued and connected every step of the way.

### **Take the Next Step in Your Career - Apply Today!**

If you possess the drive and passion to succeed and are eager to advance your career, seize this opportunity to join Ingredients Plus. To apply, click the apply. Together, let's unleash your potential and create a future filled with growth and success.