

ADMINISTRATION OFFICER – PURCHASING

- To \$38,000 + super + benefits
- Eastern Suburbs
- World Class Employer

This International Engineering and Manufacturing business employs over 550 people at its Eastern Suburbs plant. The company has witnessed significant growth over the last 15 years and is recognised as an innovative and pioneering force.

This role has materialised at an exciting time. Reporting to the General Manager of Purchasing, the main purpose of the position is to maintain and update as necessary all supplier documentation and purchasing department records. The role also provides general administrative support to the Purchasing Department.

The role will involve extensive liaison with both internal and external staff.

The successful candidate will have excellent interpersonal and presentation skills. Proficiency in Word, Excel and PowerPoint is vital to the success of this position.

In the first instance please email your resume to the organisation's retained Recruitment Advisor, Jon Vonk quoting reference AA01. jon@vonk.com.au Fax 9534 6555.