

Careers

Stores Officer

Job No: JR311

Employment Status: Full time

Location: Armidale

Closing Date: 11:30pm, Sunday 30 August 2026

Play an important role behind the scenes supporting essential Council services.

Let's start with the important stuff. This role includes:

- **Salary from \$1420** per Week (plus super) based on a 38-hour week.
- Flexible working provisions and a 9-day fortnight
- Generous leave entitlements.
- Gym discounts

The Role

Armidale Regional Council is looking for a Stores Officer to help ensure the smooth operation of our stores and purchasing functions. In this hands-on, entry-level position, you will play a key role in supporting Council operations by assisting with the receipt and checking of deliveries, distributing stock to various teams, and helping to maintain tidy and secure storage areas.

You'll also be involved in inventory management and stocktakes, as well as data entry and recordkeeping using Council systems. Working closely with the Senior Stores Officer and the wider team, you'll gain valuable experience in procurement and inventory operations, directly contributing to the essential services that keep our community running.

About You

You are someone who is reliable, safety-conscious, and physically capable of meeting the demands of the role. Your strong attention to detail and willingness to learn will help you thrive in this environment. You communicate effectively, work well both independently and as part of a team, and are ready to contribute to a positive and supportive workplace.

To be eligible for this position, you must hold a current forklift licence and a valid driver's licence. Any previous experience in warehousing or stores operations and capacity in using stores specific software (Tech One) will be highly regarded.

At Council, we believe in looking out for each other and the community we serve. Whether you're out in the field or helping customers face-to-face, our values—wellbeing, inclusion, commitment, and transparency—guide everything we do.

We're looking for people who bring a positive attitude, take pride in their work, and support their teammates to do the same.

If you care about doing a good job and making a real difference every day, we'd love to have you on the team.

Careers



Want to help shape a better future for your community and work with a great bunch of people? Come join the Stores team – find out how below!

In your application, tell us about...

- Why do you want to work at Armidale Regional Council?
- What makes you the best person for the role?
- Your qualifications and experience relevant to the role.

Please include a covering letter and a CV. We also want you to upload a video of yourself (no longer than 3 minutes*) answering the following:

- Briefly introduce yourself,
- What is something that people might be surprised to learn about you?
- And how have you helped improve a process or made a task more efficient at work?

*Please note only .mov, .mp4, .wmv, and .avi. files are accepted with a size limit of 50mb.

Please note:

- *Only the five (3 written, 2 video) questions need to be addressed in your application, however your resume and cover letter will be assessed against the full list of Essential Criteria located within the Position Description attached to this advertisement.*
- *You will also be required to attach PDF copies of your qualifications, tickets &/or accreditations to your application.*

Are you ready to be part of reviving the region and join the Stores team?

- If you would like further information on the role, please contact Tony McCarthy, Procurement & Contracts Coordinator on 0419 386 655 for a confidential discussion.
- Armidale Regional Council is an inclusive employer that does not discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.
- Council recognises the unique skills and attributes demonstrated by service personnel in their service to our country and applications from ex-service personnel are welcome. All applicants who are veterans will be provided with specific feedback on their application if they are unsuccessful. The Local Government Rank to Grade Guide was developed to help both hiring managers and veterans understand how ADF skills and experience align with public sector jobs. You can use this guide as a tool to help you identify where your skills and qualifications align you to. For further information, and to access this guide, please click [Here](#).