Position Description

Position Title:	Depot Support Officer
Position Code:	4007
Basis of Employment	35 hours
Classification:	Grade 9
Reports to:	Coordinator Workshop and Plant
Location:	Bland Shire Council, Shire Street West Wyalong

Primary Purpose of the Position

To support the efficient operation of Council's depot through the coordination of purchasing, stores and inventory management ensuring goods and materials are available to meet operational needs while maintaining cost effective purchasing practices and accurate records.

The position also provides administrative support to the Coordinator Workshop and Plant, contributing to the effective delivery of Council's day to day depot operations.

Primary Responsibilities

- Undertake Council's purchasing activities, including obtaining quotations, processing purchase orders and coordinating deliveries.
- Source goods, materials and services ensuring value for money and compliance with Council's purchasing policies and procedures.
- Order workshop parts, tools, equipment and consumables as required liaising with workshop staff and suppliers to ensure timely availability.
- Liaise with suppliers, contractors and Council employees regarding purchasing requirements, orders and deliveries.
- Maintain accurate purchasing records, supplier information and associated documentation.
- Assist with invoice reconciliation and resolving purchasing discrepancies.
- Provide administrative support to the Coordinator Workshop and Plant as required including correspondence, data entry, recordkeeping, reporting and general administrative tasks.
- Maintain and update plant, equipment and depot records, registers and associated documentation as required.
- Maintain Council's stores accounting systems ensuring accurate stock records and inventory transactions.
- Monitor stock levels and coordinate the ordering, receipt, storage and distribution of goods and materials.
- Coordinate and undertake regular stocktakes including half yearly and annual stocktakes, investigate discrepancies and maintain accurate inventory records.
- Receive, inspect and check incoming deliveries against purchase orders ensuring good are accurately recorded and stored appropriately.
- Coordinate and undertake the collection and delivery of parts, materials, equipment and supplies to Council worksites and facilities as required.
- Maintain the depot yard, stores warehouse and storage areas in a clean, tidy, safe and organised condition.
- Respond to internal and external enquiries promptly and professionally.
- Follow all Council WHS policies and procedures, work safely, report hazards and incidents and use PPE as required.
- Uphold Council's values by acting professionally, comply with all policies and procedures, supporting a safe, respectful and inclusive workplace and performing duties within your skills and responsibilities.
- Carry out other duties that are within the limits of employee's skills, competence and training.

Essential Criteria

- Certificate IV in Procurement, Business Administration or similar qualification or related experience
- General Construction Induction (White) Card.
- Current High Risk Work Licence (LF-Forklift Truck)
- Class C Drivers Licence
- National Criminal Records Check

WHS & EEO

- Demonstrates a strong commitment to WHS and EEO promoting a positive, safe and inclusive workplace that aligns with Council's values

NCRC National Criminal Records Check

This role is identified as a position which will require you to have a valid NCRC (National Criminal Records Check). In the event that there is any change to your NCRC (National Criminal Records Check) clearance, you are obliged to report this to your Supervisor immediately.

Key Physical Requirements (Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

- Constant sitting
- Constant bilateral fine finger manipulations (keystrokes)
- Occasional stooping/bending/squatting.
- Occasional lifting/carrying <10kg