

## Senior Procurement Officer

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Company: Lycopodium

Location: Perth

Category: office-and-administrative-support

With offices in Australia, Africa, Canada and the Philippines, Lycopodium proudly delivers high quality professional engineering and project delivery services globally, across the resources, infrastructure and industrial processes sectors. By joining our global team and learning from renowned subject matter experts, we can offer you a diverse career that could take you anywhere in the world.

As we continue through an exciting period of growth, and due to the Company's involvement in a number of new projects and studies, we are currently recruiting for an experienced **Senior Procurement Officer** to join our Perth based team.

Reporting to the **Group Manager - Project Services**, this role will be responsible for the purchasing, expediting, transport logistics, freight schedules, maintenance of procedures and information reporting for your allocated project.

### The tasks you'll perform

Plan, coordinate, monitor and report progress of all activities required for timely issue of enquiries, tender evaluation and award of purchase orders.

Work in conjunction with a range of internal and external stakeholders to secure optimum prices and deliveries for equipment to meet project technical, schedule and commercial requirements.

Carry out commercial analysis and evaluation of quotations to enable the correct supplier choice to be made.

Develop and maintain an effective vendor data (including manuals) and goods tracking system both on a company-wide and on a project-specific basis.

Implement and monitor the procurement schedule in accordance with the overall delivery schedule.

Review of all orders to ensure details are in accordance with the original tender request and client-approved ATC.

Liaise with and provide professional support to the Project team in the preparation of project deliverables.

### **The expertise you'll bring**

6+ years experience in the procurement, expediting, and/or logistics disciplines, ideally within the engineering or construction industries.

Demonstrated experience with computerised purchasing and logistics systems, and their operation and applications.

Sound knowledge of international and local tendering and practices will be considered favourably.

High-level negotiating skills and problem solving skills.

Demonstrated ability to achieve consistently high standards within both budgetary and schedule constraints.

Strong attention to detail, organisational and time management skills, with the ability to own and prioritise.

Ability to create a positive stakeholder management and customer support environment.

### **The benefits we'll provide**

Lycopodium has a strong company culture focused on career progression and technical skill development. You can expect to be involved in a wide range of large projects whilst working amongst a team of highly skilled professionals.

We recognise that everyone is different and needs may change over the course of your career.

That's why we :

Invest in our people for the long-term, building a diverse and rewarding career, mentored by the best in the industry.

Allow our people to balance work with other commitments, like family or study, offering flexible work arrangements.

Are undertaking significant people and technology initiatives that will support the workplace of the future.

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