

Position Details	
Position Title	Purchasing Officer
Employment Type	Full-time
Location	Thursday Island
Minimum Award/Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.1
Maximum Award / Classification	Torres Shire Council Certified Agreement 2022 QLGIA (Stream A) Division 2, Section 1 - Level 4.4
Roster Pattern	19-day month
Position Summary	<p>Purchasing Officer Salary Range: \$81,637.40 - \$86,476.52 Location: Thursday Island Close Date: 09/02/2026</p> <p>Please note: The focus of this role is Purchasing. However, the position is also required to be a back-up to Stores when needed.</p> <p>The successful applicant will need to do the following:</p> <p>Main Focus: Purchasing</p> <ul style="list-style-type: none"> Manage purchasing and inventory, including raising purchase orders, scheduling deliveries, and maintaining accurate stock records. Use Practical Plus to support accurate purchasing management, reporting and audit compliance. Coordinate effectively with internal teams, suppliers, and freight providers to ensure timely and efficient procurement outcomes. Support Stores, Inventory, and Finance teams, assist with stocktakes, and uphold WHS and ethical standards in all activities. Manage time well to ensure adherence to working hours, Council's policies and procedures and any impacting legislation. <p>Back- up to Stores when needed. This may include:</p> <ul style="list-style-type: none"> Open, secure, and manage daily operations of the Council store and depot. Maintain a safe, clean, and orderly store and laydown yard. Oversee inventory control, monitor stock levels, set reorder points, and manage obsolete or slow-moving items. Maintain accurate stock records and authorise all stock movements. Manage and distribute fuel, oils, uniforms, and other essential items for Council operations. <p>For a complete list of Purchasing and Stores Officer responsibilities please download the position description for this role from Council's website.</p>

	<p>In return, we offer the following benefits:</p> <ul style="list-style-type: none"> • A supportive team environment • A 19-day working month • Six (6) weeks of annual leave • A 12% superannuation contribution • Annual leave loading • Locality Allowance • Remote Area Allowance • Subsidised health and well-being memberships (gym/swimming pool) • Ongoing opportunities for learning and development <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria:</p> <ul style="list-style-type: none"> • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa <p>Note: Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>Address your application to the <i>Human Resources Manager</i> and email to employment@torres.qld.gov.au.</p> <p>Please ensure your application includes the following:</p> <ul style="list-style-type: none"> • A copy of your résumé • A cover letter addressing the key selection criteria for the Purchasing Officer role. <p>Please address the following selection criteria in your application.</p> <p><u>Note: Applications not addressing the full selection criteria will not be considered.</u></p> <p>Selection Criteria</p> <ol style="list-style-type: none"> 1. Demonstrated ability to raise purchase orders, manage stock replenishments, coordinate deliveries, and support day-to-day procurement activities. 3. Proficiency in using procurement and inventory management systems (e.g., Practical Plus) and maintaining accurate records and reports. 4. Ability to communicate effectively with internal teams, suppliers, and freight providers to coordinate procurement and resolve issues professionally. 5. Ability to schedule purchases, monitor lead times, follow up on orders, and ensure timely and efficient procurement outcomes. 6. Ability to accurately match delivery dockets to purchase orders, maintain inventory records, and comply with audit and reporting requirements. 7. Ability to work collaboratively with Stores, Inventory, and Finance teams, assist with stocktakes, and undertake other duties as required. 8. Demonstrated understanding of WHS responsibilities and ethical standards, including reporting hazards and incidents in a timely manner. 9. Responsible work attendance and adherence to employer. <p>Desirable</p> <ol style="list-style-type: none"> 1. Local government experience.
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Pre-Employment Assessment	<p>As part of the selection process, applicants <i>may</i> be required to undertake <i>some</i> or all the following pre-employment assessments/checks:</p> <ul style="list-style-type: none"> • Pre-employment medical, which will include a functional capacity assessment and may include a drug and alcohol test • National police/criminal history check • Numeracy and literacy assessment • Computer skills assessment • Qualification/licence verification • <i>Right to Work in Australia</i> check • Psychometric testing.
Contact Person	Torres Shire Council Human Resource Manager
Contact Number	0418 619 329
Contact Email	employment@torres.qld.gov.au
Closing Date	<p>5pm, 09/02/2026 Please ensure your application is submitted before this time as we do not accept late applications.</p>