Position description

Position title:	Purchasing Co-ordinator	**Team:**	Purchasing Support
Division:	Customer & Shared Services	**Reports to:**	Purchasing Support Team Leader
Department:	Financial Services	**Direct reports:**	Nil
Unit:	Procurement Support	**Indirect reports:**	Nil

Our commitment to te ao Māori	We honour Te Tiriti o Waitangi, accord value to te ao Māori (the Māori world), support kaitiakitanga and are responsive to the needs of the Māori community. You participate in initiatives to embed te ao Māori into the way we do things. You are willing to develop and build your own confidence and capability to contribute to the department's Māori Responsiveness Plan and wider organisation's vision to be a treaty-responsive organisation.

Purpose of the job	You will provide high quality purchasing support to all procurement activities across Auckland Council, focusing on minimising time, cost and risk associated with this activity. You will provide quality purchasing advice to internal and external stakeholders to resolve purchasing queries and issues.

Group Shared Services

Key responsibilities	• Be aware of, and demonstrate, the principles of Our Charter. This sets out the expectations for conduct at Auckland Council. • Be aware of, and demonstrate, Our Behaviours in ways that support inclusivity and adaptability in every aspect of our work. • At Auckland Council, "health and safety starts with me" (ka timata te hauora me te aria hauata ki a au) and everyone has a duty to keep themselves and others safe. Our Health and Safety Policy Statement and our Health and Safety Management Framework (SMF) explain the specific HSW duties applicable to this role, including Injury Management responsibilities applicable to people leaders. • Effectively and timely action all SAP purchasing tasks including Purchase order set up and management, new vendor setup requests and payment requests as directed. • Engage and maintain relationships with customers and key stakeholders to ensure prompt payments of products and services. • Support project managers by investigating purchase order commitments and providing financial information to assist with their financial budget management. • Use purchasing system expertise to provide feedback and test new system upgrades in continuous improvement projects. • Support team leader in delivering purchasing training to new team members and wider Auckland Council staff. • Assist Accounts Payable team in investigation of unpaid invoices. • Assist Project managers with the calculations and release of retentions for major construction projects.
Outcomes	• You are comfortable pronouncing and using basic te reo Māori in emails, meetings, and conversations. You understand and value the use of tikanga at work. • Purchasing activity aligns to business outcomes and council's strategic objectives and internal and external stakeholders receive timely support. • Process improvement opportunities that positively impact the customer's experience are identified. • Customers being paid and queries resolved both promptly and thoroughly ensuring good purchasing practice is followed. • Productive collaboration achieved with internal stakeholders.
Key skills	• Competence in Microsoft Office suite. • Customer centric with motivation to take ownership. • Attention to detail with ability to multi-task. • Able to work well in a team environment and able to self-manage. • Professional and helpful attitude with desire to learn.

Auckland Council behaviours

SERVE Aucklanders serving Aucklanders	DEVELOP Step up from good to great	COLLABORATE Success comes when we work together	ACHIEVE It's up to us to make it happen

Job requirements	• NCEA Level 3 or equivalent. • Desired experience in SAP ERP system. • Minimum 2 years' experience in a similar position. • Excellent written and verbal communication skills. • Strong numerical, analytical and problem-solving skills.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by incumbents in the assigned job. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, employees may be required to perform duties outside of their normal responsibilities as needed.

Approving manager:	**Version date:**
Manager Procurement Support	January 2025

	Job function:	**Job family:**	**Job:**
Job framework	Procurement	Purchasing Support	Purchasing Coordinator

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