

Position Description



Position Title: Procurement Officer – Base Maintenance

Position Type: Full-Time

Location: Brisbane

Reports to: Operational Material Manager

Purpose:

Conduct effective logistical analysis and coordination of Consumable, Expendable and Rotable material in support of the entire Alliance Airlines network Base Maintenance activities. Such activities include forecasting, modelling, coordination, and service order management. The role is to seek and implement industry best practises to enhance safety, operational efficiency, and cost control.

Key Responsibilities

The Procurement Officer - Base Maintenance is responsible for, but not limited to:

- Complete general procurement duties; including forecasting, analysis, and review activities in a timely and cost-effective manner
- Continuous analysis of data with the objective of maintaining optimum inventory levels and material efficiency to meet internal and external stakeholder procurement needs
- Work closely with Operational Material Manager and/or Head of department on high stake, time sensitive aircraft component projects
- Interrogate multiple systems and manipulate data output effectively
- Take ownership for and resolve material issues, escalating to the Operational Material Manager and/or Head of department when appropriate
- Provide timely and accurate reporting of procurement data/documentation
- Complete appropriate reporting tools to measure program performance as directed
- Ensure relevant documentation is generated accurately and timely as per company policy
- Develop and maintain strong working relationships with Management, vendors, colleagues, and peers
- Develop and maintain strong working relationships with suppliers and their representatives
- Keeps up to date with current trends and developments associated with the Aviation industry and Supply Chain
- Assist in developing and maintaining work instruction documents and departmental manual
- Seek out product and technical knowledge on a routine basis
- Promote continuous improvement ideas and actively participates in process development
- Ability to work and conduct effective results autonomously
- Comply with implementing and maintaining appropriate documentation and record control in accordance with company and regulatory requirements
- Aid (Internal/External) auditing teams as required
- Assist in the training, development and mentoring of staff as required
- Perform higher duties when requested, as well as provide shift and location flexibility to meet critical business requirements
- [Assist in additional duties as required](#)

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Safety & Security Compliance

- Promote and maintain a high standard of quality, safety and security compliance as required by the Alliance Airlines Corporate Safety Manual by all subordinate staff.
 - Promote safety & security reporting within SMS by all staff.
 - Ensure a high standard of OH&S and environmental compliance in accordance with state law.
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POSITION REQUIREMENTS

Qualifications/Experience:

- Secondary Education
- Procurement / Supply / Administration experience
- Cert 4 in Procurement and Contracting (desirable)
- Experience in the aviation industry (desirable)
- Experience with aircraft inventory computer programmes (desirable)
- Experience with company aircraft types (advantageous)

Knowledge:

- Supply Chain – Procurement and Supplier Management disciplines
- Familiarity to the operational objectives and pressure points of an aviation business

Skills:

- Ability to develop and implement processes
 - Demonstrated ability to apply logic to compilation of data
 - Excellent written and oral communication
 - Demonstrated ability to work autonomously and in a team focussed environment
 - Initiative
 - Strong analytical and reasoning skills
 - Attention to detail
 - Good numeracy skills
 - Advanced Computer skills across a wide variety of programs
 - Ability to prioritise, plan and organize work in consultation with team members to meet deadlines
 - Focus on maintaining accuracy when completing tasks in accordance with work instructions
 - Flexibility, with a willingness to undertake a wide variety of tasks
 - A thorough understanding of and commitment to teamwork
 - Demonstrated commitment to Alliance Values – Performance, Purpose, People & Service
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KEY PERFORMANCE INDICATORS

- Strong Workplace Health and Safety focus, manage any findings in a timely fashion
- Continuous Procurement compliance with limited audit findings
- All inventory and documentation managed appropriately in computer-based inventory systems
- Ensure Procurement achieves and maintains all daily process targets
- Provide strong and positive performance IAW Company HR Policy

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Acceptance of Responsibilities

I have read and understood the requirements and responsibilities outlined in this position description, Alliance Standards and Behaviours policy and Employment Contract Terms and Conditions and I agree to meet and adhere to these. I also agree to have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document, Employment Contract and as per the Alliance Performance Management process.

Name: _____ **Signature:** _____ **Date:** _____

Name: _____

Name: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

General Mgr, HR & Development

Chief Executive Officer