



Vacant Position

Position Title:	Procurement Officer
Location:	Alyangula, Groote Eylandt
Employment type:	Full time – 38 hours per week
Applications close:	21 October 2021

About the ALC

The Anindilyakwa Land Council (ALC) is a ‘future-forward’ Land Council, directed by the 14 clans of the Groote archipelago region, is enabling the Anindilyakwa people to take full advantage of the opportunities and technology available in the 21st century, while simultaneously preserving land, language and culture. The vision of the ALC is to:



ALC is an independent statutory authority of the Commonwealth, subject to the *Public Governance, Performance and Accountability Act 2013*, described therein as a Corporate Commonwealth Entity and is currently a portfolio agency of Prime Minister and Cabinet. For more information on the Anindilyakwa Land Council, please visit our website: <https://www.anindilyakwa.com.au/>





About the role

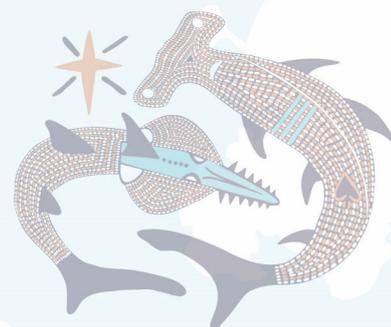
The ALC is seeking a dynamic team player with a high level attention to detail, to join the Procurement team based in the Alyangula office. The Procurement Officer reports to the Procurement Coordinator and is responsible for processing a wide range of purchase, service and travel requests for the ALC and associated corporations, ensuring that requests are fulfilled in an efficient and timely manner and a competitive price, ensure that accounting systems data entry requirements are completed with accuracy and within required timeframes.

This role is very heavily focused on data entry and processing, and is demanding, busy role, working in a small team and working closely with ALC departments.

Selection Criteria

Essential

1. Experience in procurement administration and office practices preferred, including financial services.
2. Have the ability to work as part of the supply team and perform tasks to agreed timeframes.
3. Experience working independently with minimal supervision and demonstrated capacity to remain focused, positive and organised in a challenging work environment.
4. Have excellent interpersonal and communication skills, both written and oral, including the capacity to communicate effectively with Indigenous people and other stakeholders.
5. Good time management skills and demonstrated ability to manage and complete multiple tasks.
6. High level of attention to detail.
7. High level of computer literacy and the ability to quickly learn new software applications
8. Excellent data entry/processing skills.





Desirable

- Experience within an Indigenous or non-for-profit organisation, or within an Indigenous context is desirable but not necessary.
- Experience with MYOB accounting software
- Experience with other financial systems

Other Information

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is being recommended for appointment.

A highly attractive remuneration package will be negotiated with the successful applicant, including Holiday Travel Allowance, 5 weeks annual leave, Christmas shut down and Salary Sacrifice.

For more information or to obtain a copy of the Position Description please email humanresources@alcnt.com.au.

How to apply

To apply for this position, please address the selection criteria in your cover letter and include your resume in your application email, send to humanresources@alcnt.com.au.

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