



The Saputo logo is written in a white, elegant, cursive script font against a red background.

Procurement Administrator

12-month fixed term position

Saputo Dairy Australia is the largest dairy processor in the country producing a range of high quality products including delicious cheeses, drinking milk and culture products under renowned brands such as Devondale, COON, Great Ocean Road, Sungold, Liddells and Cracker Barrel*. We are committed to bringing the very best choice of products to tables in Australia and around the world.

We are seeking a qualified and experienced Procurement Administrator to join our Procurement team at our Allansford site. This position will report to the Direct Category Manager.

The purpose of the Procurement Administrator will be to procure packaging and ingredients for our plants producing branded retail goods, and provide procurement reporting to management.

Duties:

- Monitor inventory levels for packaging and ingredients
- Procurement of packaging and ingredients
- Master data for packaging and ingredients
- Material requirement planning
- Procurement analytics and reporting

Essential Criteria:

- Tertiary qualification in relevant field (Commerce, supply chain, finance or similar).
- Knowledge of SAP ERP systems
- Experience in order creation and inventory management
- Supplier relationship development and sourcing
- Excel and analytical skills
- Good communication skills

Employee Benefits:

- Employee discounts on company products
- Salary sacrificing
- Training & development opportunities

Applications close Sunday 27th January 2019

To apply please refer to our careers page at
<http://www.wcbf.com.au/en/Our-People/Current-Opportunities>

*Saputo Dairy Australia is an equal opportunity employer
As we receive a high level of interest in our opportunities, only short-listed applicants will be contacted*