



Tūranga Mahi:	Procurement Officer
Haora:	37.5 hours per week
Wāhi Mahi:	Finance
Kaitautoko:	Pou Whakahaere Ahumoni, Finance Manager

Kawatau o te Pakahi | Organisational expectations:

Te Puna Ora O Mātaatua expects all kaimahi to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and kaimahi are required to have a strong commitment to the mātāpono outlined in the framework.

Employees will perform their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Āheitanga Matua | Key Responsibilities:

- Source and evaluate suppliers for quality, cost, and reliability.
- Collaborate with kaimahi to understand and fulfil procurement needs.
- Negotiate supplier contracts to secure favourable terms.
- Create purchase orders for the organisation, manage the commitment listing and ensure services are being delivered.
- Develop processes and procedures that align with procurement strategy, policies, budgets, and regulations.
- Monitor supplier performance and address any issues.
- Track industry trends and identify cost-saving opportunities.
- Manage the booking of purchase cards and distribution of vouchers.
- Ensure that purchase orders and commitments are coded correctly and appropriate records are stored.
- Support the Finance month-end, year-end, forecast, and audit requirements.
- Book kaimahi travel.
- Coordinate and oversee the delivery and receipt of goods and services.
- Maintain and update records of procurement activities, contracts, inventory, and expenditures.
- Prepare and submit reports and recommendations to management and stakeholders.
- Adhere to procurement policies, procedures, ethical standards, and conflicts of interest policies.
- Provide other general administrative duties as requested by the manager.



Ngā āhuatanga | Competencies, abilities, and attributes:

- Strong problem solving and decision making skills.
- Confidentiality.
- Working knowledge of the Privacy Act, Health and Safety in Employment Act, and other relevant legislation.
- Knowledge of best practice procurement methods.
- Strong analytical, data entry, and time-management skills.
- Strong attention to detail and professionalism.
- Self-motivated and able to prioritise work.
- Ability to work under pressure and ensure deadlines are met.
- Advanced level of literacy in office systems, including the Microsoft Office suite of products.
- Advanced level of understanding of purchasing functions in accounting systems.
- Ability to engage, develop and maintain relationships with kaimahi and relevant stakeholders of Te Puna Ora o Mātaatua.
- Strong commitment to Te Poutokomanawa o Te Puna Ora o Mātaatua.
- Knowledge of and competence in Te Reo me ōna tikanga Māori.