



Stores and Purchasing Officer

Closing date: 29 November 2023

This position is based in Julia Creek, the administrative centre of McKinlay Shire. Julia Creek is located in the heart of the North West, 650 kilometres west of Townsville and approximately 2.5 hours drive east of Mount Isa. Mount Isa offers direct flights to Brisbane, and Julia Creek has the option of REX flights to Mount Isa and Townsville three days per week. Julia Creek has a population of approximately 400 people; however the Shire's population is close to 1000 residents.

Julia Creek is a friendly community which punches well above its weight for a small community and offers an abundance of facilities and opportunities for its residents. The facilities include, medical centre, 24/7 accessible gym, swimming pool with water slides, dog park, bike safety park and indoor sports centre and tennis courts just to name a few. Recreational activities also are plenty with many great annual events (Races, Rodeos, Campdrafts, Arts & Cultural Workshops) taking place in the region.

Council have a staff of approximately 60 employees and the 2022/2023 budget provides for total budget of \$18 million.

The Role

McKinlay Shire Council has an exciting position available in Julia Creek for a Stores and Purchasing Officer.

Key responsibilities of the role are inclusive of:

- Assist in the procurement of goods and services
- Processing of orders in a timely manner
- Performing the tasks associated with stores, including maintaining, issuing, and controlling of items in the stores system including workshop stores
- Develop and maintain a clear stock control record for the workshop
- Provide administrative support during the absence of the depot administration officer
- Assist with Aerodrome Reporting Officer duties at Julia Creek Aerodrome
- Assist with capturing of defect backlogs on roads using the Delta-S system

Benefits

- Attractive Salary - \$66,246.09 (per annum Pro-Rata)
- Locality Allowance
- Five weeks Annual leave plus 17.5% leave loading
- Accrued day off once per month
- Up to 13% employer superannuation contributions
- Professional development opportunities

A recruitment pack, including Position Description, can be found on www.mckinlay.qld.gov.au, or by contacting the HR department on (07) 47 467 166, email employment@mckinlay.qld.gov.au