

Position Description



Central Purchasing Supply Officer

Role Summary

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| Role Title: | Central Purchasing Supply Officer |
| Department | Fleet Support |
| Location: | Perth WA |
| Reporting to (Position Title): | Supply & Purchasing Manager |
| Direct Report: | Nil |

1. Role Purpose

The CPU Supply Officer works within Fleet Support and reports to the Supply and Purchasing Manager. The primary purpose of this position is to provide logistical support to all PHI Engineering Bases and Service Centre locations.

2. Key Deliverables, Duties and Responsibilities

- Shared management, processing, and monitoring of repairable/rotable parts/components with other CPU members
- Forecasting, review and purchasing of upcoming scheduled items.
- Shared processing, administration, and monitoring of parts/component warranties with other CPU members
- Maintaining appropriate stock levels at all times with continuously monitoring min/max levels in consultation with the Supply and Purchasing Manager or Fleet Support Director - APAC
- Reviewing and approving incoming purchase requisitions as appropriate
- Liaising and actioning requisitions from all Engineering and Service Centre locations within the same day whenever possible
- Liaising directly with suppliers regarding availability, pricing, and orders
- Raising all purchase orders (including commercial) directly with suppliers as required
- Adhering to designated purchasing authorisation level
- Facilitating base to base transfers
- Tracking parts delivery
- Reviewing all outstanding purchase orders and report weekly.
- Reviewing, advising, and monitoring expired parts reports for all Engineering and Service Centre locations and bases on first working day of each month
- Raising repair purchase orders when deemed necessary and following appropriate Engineering consultation
- Ensure any products found to be non-conforming are immediately dealt with as per Logistics Manual
- Ensure all logistics tasks are carried out competently and conscientiously in accordance with the Logistics Manual
- Other tasks as directed by your manager from time to time.

3. Safety Accountabilities

- Report any hazards or occurrences and stop any unsafe work.
- Participate in safety activities and meetings.
- Comply with all company policies and procedures.

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- Be familiar with the Integrated Management System and its associated manuals such as the SMS Manual, HSE Manual and the Quality Manual.
- Have working knowledge of the Safety Case and Hazard / Risk Management Process. And PHI code of Conduct
- Maintain Controls that are described in the Safety Case and the Risk Module software application for which this position is responsible for.
- Ensure compliance with CAA/CASA rules and regulations, OMM and MOE requirements

4. Experience and Qualifications Required

- Aviation experience desirable, will consider experience in logistics and procurement
- An ability to interpret technical data correctly and apply the information to satisfactorily complete purchasing and logistics tasks
- Knowledge of aircraft manufacturers and product suppliers
- Relevant aircraft/product knowledge
- A sound understanding of conformity acceptance inspections and processes
- Experience using computerised inventory management systems

5. Knowledge, Skills, and Attributes

- A team player
- An ability to display effective, strong, and professional communication skills. Relate effectively to base personnel, clients, vendors, colleagues, and other external organisations
- Methodical and conscientious approach to their work
- High level of interpersonal skills
- Demonstrated ability to plan, manage time and prioritise workload
- Ability to multitask and function in a high-pressure environment
- An ability to thoroughly understand the company's organisational policies and practices
- High attention to detail
- Strong computer literacy

6. Core Values

Safe, Efficient, Quality, Service

Core values are the principles that continue to define the company culture and guide daily interaction and decision making. Each employee has a personal responsibility to recognize the behaviours that support these principles and put them into daily practice.

7. Incumbent Details & Approvals

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| Incumbent Name: | Manager Name: |
| Signature: | Signature: |
| Date: | Date: |