

# PROCUREMENT OFFICER

**\$3,094.50 PER FORTNIGHT**

*PLUS 12% Superannuation , 5 Weeks Annual Leave and Rostered Days Off.*

**Do you have an eye for detail and a drive to keep things running smoothly behind the scenes?**

**We're on the lookout for a Procurement Officer to join our team and support the delivery of essential projects and services to our community.**

**In this role, you'll:**

- Assist with tenders, quotes and contracts in line with Council's policies and legislation.
- Support teams across Council with procurement advice and guidance.
- Engage with Internal and External Stakeholders.
- Maintain procurement systems and registers.
- Assist with managing stock, orders and deliveries so nothing slips through the cracks.

*Longreach offers the perfect mix of opportunity and lifestyle. Whether it's a weekend of adventure or a quiet evening under breathtaking outback skies, you'll love calling Longreach home!*

- *Enjoy a stress-free, three-minute commute to work, giving you more time for what truly matters.*
- *Be part of a welcoming and tight-knit community where friendly faces and strong connections make every day enjoyable.*
- *Fantastic sporting facilities, vibrant local events, and a relaxed country lifestyle.*

If you believe you have the skills and qualifications and are ready to be a part of a company that encourages growth, innovation and that values your contribution, we invite you to submit your application via the **APPLY ONLINE** tab.

Online applications preferred, however alternatively they can be emailed to [council@longreach.qld.gov.au](mailto:council@longreach.qld.gov.au) and must include a cover letter, current resume and 2 work related references.

\*For more information and a list of requirements, please download a copy of our position description.



**Longreach  
Regional Council**  
Ilfracombe Isisford Longreach Yaraka