



PANTHERS GROUP

## Purchasing and Inventory Coordinator Maternity Relief- Contract Position

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Panthers Group is one of Australia's leading entertainment and leisure providers with 6 licensed clubs across NSW and ownership of the Panthers NRL Rugby League Club. We are a proud community organisation and are well regarded for providing a pleasurable and entertaining experience for our members, their guests and visitors.

We are seeking a dedicated purchasing professional to join our small but busy Procurement team for a maternity relief cover. Reporting to the Group Purchasing Manager, the role will involve assisting with the day-to-day inventory control and will include supplier relations, procurement, inventory accuracy measures, and stock management. We are looking for a keen individual to work 5 days a week on a part-time basis (flexible with working hours).

### **Main Duties and Responsibilities will include, but not limited to:**

- Liaising with suppliers, product sourcing and analysing and negotiating pricing to ensure the right price, quality and service;
- Ensure purchase orders are sent to suppliers within required deadlines and follow up on any non-compliant or late deliveries;
- Prepare month-end stocktake reports in an accurate and timely manner;
- Ensuring accurate administration on all invoices and adherence to relevant bookkeeping procedures;
- Complete tasks or requests as instructed by Senior Management or Club General Managers;
- Troubleshooting inventory issues as required;
- Provide action plans on non-performing product lines such as slow moving or dead stock products;
- Material requirements planning to ensure correct stock levels across the Group and;
- Produce purchasing and inventory reports as required.
- Other ad hoc administrative duties as required.

### **To be successful in this role you will have:**

- At least 12 months years' experience in a purchasing or inventory position;
- Intermediate level of experience with Microsoft Office Suite;
- Excellent written and verbal communication skills;
- Good time management and problem solving skills;
- Strong negotiation, sales and business skills;
- Attention to detail and customer focused;
- Proven ability to work autonomously and in a team environment and;
- Goal oriented with the ability to prioritise and meet strict deadlines.

If this sounds like the job for you and you are up for the challenge, then please apply today!

*The Panthers Group is an Equal Opportunity Employer and encourages indigenous Australians to apply.*

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### **Want to Apply?**

Please send your Cover Letter & Resume to -

[employment@panthers.com.au](mailto:employment@panthers.com.au)