

Position Description

POSITION	Inventory & Procurement Coordinator Nth West Qld
REMUNERATION	Negotiated on relevant skills/experience
LOCATION	Mount Isa
HOURS	Full time – 38 Hours
SUPERVISOR	Business Development Manager

Purpose

The Inventory & Procurement Coordinator is responsible for coordinating inventory management, procurement activities and stock replenishment across multiple Alliance Safety Equipment branches.

This role ensures the efficient purchasing, ordering and supply of inventory to support customer demand, sales activities and operational requirements. The position is responsible for processing customer and internal stock orders, maintaining inventory levels, managing supplier relationships, coordinating inter-branch stock transfers and supporting the fulfilment of web-based sales.

Working closely with branch teams, suppliers and the Business Development Managers, the Inventory & Procurement Coordinator contributes to inventory accuracy, product availability, operational efficiency and positive customer outcomes across the business.

Key Outcomes

- Ensure appropriate inventory levels are maintained across all branches
- Coordinate purchasing and procurement activities to support customer demand and operational requirements
- Process customer stock orders and branch replenishment orders accurately and efficiently
- Maintain accurate inventory, purchasing and supplier records within company systems
- Manage web orders to ensure timely fulfilment and positive customer outcomes
- Develop and maintain strong supplier relationships to support service delivery and stock availability
- Monitor stock performance and identify opportunities to improve inventory management practices
- Support branch teams through effective administrative coordination and communication
- Contribute to operational efficiency, process improvement and continuous business improvement
- Ensure compliance with company policies, procedures and operational standards

Key Relationships

WITHIN THE COMPANY	EXTERNAL TO THE COMPANY
Business Development Manager	Suppliers & Manufacturers
Branch Staff	Customers
All team members	Company Partners

Key Accountabilities

Procurement & Purchasing	<ul style="list-style-type: none"> • Coordinate purchasing activities across multiple branches. • Raise and process purchase orders in accordance with company procedures. • Monitor supplier lead times and manage stock replenishment requirements. • Source products and pricing from approved suppliers. • Review supplier pricing and identify opportunities to improve purchasing outcomes and profitability. • Liaise with suppliers regarding orders, backorders, shortages and delivery schedules. • Monitor outstanding purchase orders and ensure timely resolution.
Inventory Management	<ul style="list-style-type: none"> • Monitor inventory levels across all branches to ensure stock availability and minimise stock shortages. • Manage branch min/max stock levels and replenishment programs. • Coordinate inter-branch stock transfers where required. • Investigate inventory discrepancies and assist with stock control activities. • Support stocktakes and inventory audits. • Analyse inventory trends and provide recommendations to improve stock availability and turnover. • Maintain accurate inventory records within company systems.
Web Orders & Customer Order Processing	<ul style="list-style-type: none"> • Process web orders accurately and efficiently. • Monitor online sales activity and ensure timely fulfilment of customer orders. • Liaise with customers regarding order status, availability and delivery requirements. • Coordinate freight and dispatch requirements for web orders. • Resolve customer enquiries relating to online purchases. • Proactively engage with existing web customers to promote products, identify purchasing opportunities, encourage repeat business and support the growth of online sales. • Assist in maintaining accurate product information and pricing on company systems.
Administration & Operational Support	<ul style="list-style-type: none"> • Provide administrative support across multiple branches. • Assist with maintaining company databases and administrative systems. • Support branch teams with operational and administrative requirements as required.
Supplier & Stakeholder Relationships	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with suppliers and manufacturers.

	<ul style="list-style-type: none"> • Communicate effectively with branch teams regarding stock availability and purchasing requirements. • Assist in resolving supplier issues affecting customer outcomes. • Promote Alliance Safety Equipment as a professional and ethical business partner.
Continuous Improvement & Team Contribution	<ul style="list-style-type: none"> • Identify opportunities to improve procurement, inventory and administration processes. • Assist in the development and implementation of purchasing and inventory procedures. • Contribute to business improvement initiatives. • Support the implementation of new systems and technologies where required.
Compliance & Safety	<ul style="list-style-type: none"> • Ensure purchasing and inventory activities comply with company procedures. • Maintain confidentiality and professionalism in all business dealings. • Comply with workplace health and safety requirements. • Support accurate record keeping and audit compliance.

Delegated Responsibilities & Authorities

Financial and other delegations assigned by the General Manager will be exercised appropriately and within defined parameters.

Experience

- Previous experience in procurement, purchasing, inventory management, supply chain coordination or administration.
- Experience working with suppliers and managing purchasing processes.
- Experience using ERP, inventory management or business management systems (such as Jim2 or similar).
- Experience processing customer orders and coordinating freight activities.
- Experience within industrial, safety, mining, construction, manufacturing or related industries is advantageous.

Skills

- Strong organisational and planning skills.
- Excellent attention to detail and administrative accuracy.
- Strong communication and relationship management skills.
- Ability to analyse inventory requirements and purchasing needs.
- Strong problem-solving and decision-making skills.
- Ability to manage multiple priorities across several branch locations.
- Intermediate computer skills including Microsoft Office and business management systems.
- Strong customer service focus.

Knowledge

- Understanding of inventory management and stock control principles.
- Knowledge of procurement and purchasing processes.
- Understanding of supply chain and logistics operations.

- Knowledge of customer service and order fulfilment processes.
- Knowledge of industrial safety equipment and PPE products is desirable.

Personal Attributes

- Highly organised and detail-oriented.
- Proactive and solutions-focused.
- Professional and reliable.
- Strong work ethic and accountability.
- Ability to work independently while supporting multiple stakeholders.
- Positive attitude and commitment to teamwork.
- Commitment to continuous improvement and company values.

Mandatory Requirements

- Must hold a current manual Drivers License
- Must hold, or have the ability to obtain, a Forklift Licence.
- Ability to undertake manual handling and lifting activities as required.