

## **POSITION DESCRIPTION**

### *Purchasing & Inventory Coordinator*

<b>Role</b>	Purchasing & Inventory Coordinator
<b>Reporting to</b>	Finance Manager
<b>Direct Reports</b>	Nil
<b>Employment Fraction (FTE)</b>	Full Time, ongoing
<b>SCAHDS Award Classification Level</b>	Level 4
<b>Location</b>	Hybrid model, Working from our Head Office in Melbourne, CBD

## **1. Our Organisation**

Mental Health First Aid Australia® is a purpose-driven, national not-for-profit organisation that provides Mental Health First Aid® training, curriculum development, and research. Established in 2001 our purpose is to provide high quality, evidence-based, accessible mental health first aid education *for anyone, for everyone.*

Our vision is a world where we all have the skills to support people experiencing mental health problems. The Mental Health First Aid training we provide equips people with the knowledge and confidence to approach or respond to someone who is experiencing a mental health problem, or mental health crisis, until appropriate professional help is received or the crisis resolves.

Nationally we employ more than 60 employees in the functional areas of:

- Program Quality and Delivery
- Research and Curriculum
- International Programs
- Communications and Engagement,
- Finance and Risk and;
- Operations

Together with our licensed providers, Trainers and Accredited Instructors we have trained over 6 million people world-wide -improving mental health literacy and the capacity for community care.

## 2. Team Overview

The Finance Team is responsible for the processing, recording, and reporting of all financial transactions across the organisation. It consists of a dedicated group of financial professionals that provide the financial infrastructure to support operational areas, provide meaningful and accurate management reporting, and deliver timely financial reporting to the Board to inform strategic decision making. Collaboration is an important aspect of the success of this team, with mutual respect and support a key feature.

The team lives and breathes our values to ensure Mental Health First Aid® is for anyone, for everyone. We accept and welcome the opportunity to make a difference in our community.

## 3. Position Overview

Under the direction of the Finance Manager the Purchasing and Inventory Coordinator is responsible for managing the purchasing of goods and services and coordination of course inventory from end to end. This role will also foster strong relationships with our suppliers and internal partners to ensure a streamlined process that meets the organisation's operational needs.

The role covers several areas, including but not limited to:

- Ensure purchasing of goods and services (inventory and non-inventory related) occurs on time and to standard, and in accordance with relevant policies. This includes maintaining relevant stock levels and optimising these through efficient replenishment and ordering processes.
- Manage day-to-day supplier relationships.
- Develop, run and deliver monthly control reports on inventory levels and purchasing activity to Finance Manager and other managers as required.
- In consultation with the Finance Manager regularly review supplier arrangements - (both existing and new arrangements) to ensure robust, commercially appropriate agreements that meet our business and contractual obligations.
- Plan and manage stocktakes from beginning to end. This includes performing detailed inventory audits, stock counts and overseeing support staff.
- Identify slow moving and obsolete stock, develop and implement plans to resolve.
- In conjunction with the Finance Manager, work on initiatives to continually improve processes for the purchasing and inventory management systems.
- Oversight of inventory integration between online Shop and finance system, including liaising with 3<sup>rd</sup> party provider for the online shop and ensuring consistency between the two systems for products, pricing and other data.
- Other duties as reasonably directed by the Finance Manager or Senior Executive.

How the role is performed is just as important as what is included in the role. The role is guided by our values and behaviours and adheres to our Guiding Principles.

### **Values and Behaviours**

We live, demonstrate and ensure consistency with our values of accountability, collaboration, creativity, empathy, inclusivity and integrity.

### **Health and Safety**

Actively contribute to health and safety at Mental Health First Aid Australia by being aware of health and safety policies and procedures and consciously applying these every day to ensure the health and safety of our workplace.

### **Our Guiding Principles**

- We are informed by the lived experience of people with mental health problems and those who care for them.
- We are evidence-based and use rigorous scientific research methods to create and evaluate our work.
- We are dedicated to achieving excellence in our work and are committed to continuous improvement.
- We respect and embrace the diversity of all people.
- We make mental health education accessible for all.
- We care for and support our communities in all that we do.

## **4. Key Selection Criteria**

### **Experience**

1. A minimum of 3 years' experience in purchasing and coordinating stock/inventory and non-stock items and working with online shop systems.

### **Essential skills and Knowledge**

1. Proficient in using inventory management systems.
2. Experienced in working with large data sets and the collection, analysis, and compilation of data into various reporting formats.
3. Advanced proficiency in Microsoft Excel.
4. Strong interpersonal, written and oral communication skills.
5. Proficient at developing relationships and working with multiple stakeholders.
6. Excellent attention to detail.
7. Critical thinking skills and a proactive approach to problem-solving and the ability to adapt.

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8. Ability to work under pressure and be highly organised.
9. Demonstrated ability to work collaboratively in a team to achieve project goals and meet agreed deadlines.
10. Ability to work independently and demonstrate initiative within defined systems and processes.
11. Working knowledge of best practice purchasing frameworks and concepts.
12. Working knowledge of basic commercial terms and related legal concepts.

#### **Desirable Skills and Knowledge**

1. Experience using XERO.
2. Experience using WOO Shop.

## **5. Employment Conditions**

The below are conditions of employment for all roles.

- Demonstration of a non-stigmatising attitude towards mental illness.
- An understanding of, and an interest in, mental health issues. Familiarity with mental health terminology, and a willingness to complete a Mental Health First Aid course.
- A full unrestricted Australian work permit or visa.
- A National Police Check is required to be obtained upon appointment to the role and every three years thereafter.
- Up-to-date COVID Vaccination status.

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#### **ACKNOWLEDGEMENT OF POSITION DESCRIPTION**

This position description may be subject to change as the organisational policies, procedures and plans are reviewed and updated over time.

As the incumbent for this position, I have received a copy of the Position Description and have read and understood its' contents and agree to work in accordance with the requirements of the position.

I understand and accept that I must also comply with the policies, procedures, guidelines and systems of Mental Health First Aid Australia.

**Employee Name:**

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**Employee Signature:**

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**Manager's Name:**

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**Manager's Signature:**

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**Date:**

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It is not the intention of the Position Description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned in this document may be altered in accordance with the changing requirements of the role.