



## Supplier Engagement Officer

<b>Department/Unit</b>	Strategic Procurement
<b>Faculty/Division</b>	Chief Financial Officer and Senior Vice-President
<b>Classification</b>	HEW level 5
<b>Work location</b>	Clayton
<b>Date document created or updated</b>	December 2016

### Organisational context

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### Position purpose

The Supplier Engagement Officer ensures the timely and accurate creation and modification of vendors in the SAP system. The role will provide advice and expertise to suppliers, Strategic Procurement and Purchasing Teams in relation to vendor creation.

- **Reporting line:** The position reports to the Supplier Engagement Supervisor under general supervision.
- **Supervisory responsibilities:** The position has no supervisory responsibilities.
- **Financial delegation and/or budget responsibilities:** This position has no financial delegation.

## **Key responsibilities**

1. Perform the creation and modification of suppliers in the SAP system to ensure an accurate University supplier database
2. Develop and maintain relationships with suppliers, Strategic Procurement and Purchasing Teams to ensure timely creation and modification of supplier records
3. Resolve supplier queries in relation to the SAP/ESS system
4. Provide ongoing maintenance of the supplier database to ensure data integrity
5. Ensure new vendor requests are approved in a timely and efficient manner in line with required SLA's

## **Key selection criteria**

### **Education/Qualifications**

1. The appointee will have:
  - A degree in a relevant field or
  - An equivalent combination of relevant experience and/or education/training

### **Knowledge and Skills**

2. A demonstrated commitment to leading and delivering excellence in customer service
3. Extensive administrative and customer service experience
4. Excellent communication skills, strong relationship management skills, including the ability to interact with and gain co-operation from, internal and external stakeholders at various levels
5. Excellent computer literacy, including experience using SAP or a similar financial management system
6. High-level analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues

## **Other job-related information**

- Travel (e.g. to other campuses of the University) may be required.
- There may be peak periods of work during which the taking of leave may be restricted.
- Possession of a current Victorian driver's license is desirable.
- Police check will be required.

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.