

<b>Position Title</b>	Purchasing Assistant
<b>Classification</b>	Level 4
<b>School/Division</b>	UWA Dental School
<b>Centre/Section</b>	Oral Health Centre of WA
<b>Supervisor Title</b>	Manager
<b>Supervisor Position Number</b>	321884
<b>Position Number</b>	320282

### **Your work area**

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The Oral Health Centre of Western Australia (OHCWA) is a Centre within The University of Western Australia. The Centre is the primary focus for oral health education, research and specialist care delivery in Western Australia. It treats over 15,000 patients a year and delivers a range of clinical and technical training programs. The appointee will be responsible to the Manager.

### **Reporting structure**

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Reports to: Manager

### **Your role**

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As the appointee you will under general direction, provide support for the stores and purchasing needs of the School and Centre. You will also be responsible in assisting with the management and supply of stores, as well as maintain consumable items and their storage for the clinical service activity on approved levels. Furthermore, you will assist with sourcing and supplier administrative activities and accurately record related transactions and receipt of stock.

### **Your key responsibilities**

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Organise and process purchase of dental consumable materials and equipment via preparation of purchase orders to local, interstate and international suppliers as required

Prepare and maintain detailed accounting records via the Purchasing system

Source suppliers as required to recommend for purchase of specific products

Assist with Stock taking exercises in the OHCWA physical warehouse/store

Place orders on the OHCWA purchasing system

Assist in the preparation of correspondence/communication and responding to enquires as required

Maintaining purchase orders in the OHCWA purchasing and warehouse system

Liaise with staff and students on cost and availability of materials and equipment as required

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or equivalent competency.

Considerable relevant purchasing, stock taking and accounting experience at an appropriate level.

Ability to work independently, show initiative and work productively as part of a team.

Well-developed written, verbal and interpersonal communications skills.

Demonstrated commitment to and awareness of cross-cultural issues.

Knowledge of dental materials and equipment and their relevant uses desirable but not essential.

Knowledge of relevant Occupational Health and Safety and equal Employment Opportunity legislation

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)