



PURCHASING OFFICER

Type of employment	Part-Time (0.6FTE)	Location	Carbrook
Tenure	Permanent	Classification	SOC4
Closes	4 December 2022	Contact	P: 07 3287 6222 E: HR@calvarycc.qld.edu.au

About Us

Calvary Christian College is a ministry of Real Life Christian Church with students from Childcare to Year Twelve and campuses located in Springwood and Carbrook. Our College has been developed on strong Biblical foundations and is committed to unleashing the potential of our staff and students through:

- Exceptional Learning
- Authentic Discipleship
- Vibrant Community

Role Overview

The Purchasing Officer is responsible for coordinating and performing activities involved with purchasing a diverse range of goods for the College.

About you

- You will have great organisational and planning skills
- You are passionate about providing a high level of service, transforming lives and will be fully invested in the College, its mission and its intent.
- You are a strong communicator who builds positive relationships across our community.

Responsibilities

Working closely with the Accounts Payable Officer you will be responsible for -

- Ensuring that all purchasing is conducted in accordance with College Policies and Procedures
- Provide assistance with sourcing materials, goods, products, and services.
- Update and maintain records of all orders, payments, and received stock.
- Inspect stock and report any faulty items or inconsistencies immediately.
- Coordinate with delivery teams and follow up on delays or orders that have to be rescheduled.
- Ensure all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Conduct product research and source new suppliers and vendors.
- Participate in staff daily devotions and College worship sessions.

Selection Criteria

1. Strong, vibrant Christian faith and commitment to mission.
2. Excellent attention to detail with high quality data entry and typing skills.
3. Ability to clearly communicate both verbally and in writing in a way that reflects our customer service mindset within our organisation.



4. Current industry experience in delivering the responsibilities outlined above.

Location

This role is based at our Carbrook Campus.

For more information on our College, please visit our website at www.calvarycc.qld.edu.au

Staff Benefits

Calvary employees can access a range of benefits including but not limited to:

- An attractive remuneration package which includes annual pay increases, increased superannuation entitlements and paid parental leave.
- Discount on student tuition.
- Salary sacrificing benefits including novated leasing.
- Access to an Employee Assistance Program which provides free and confidential counselling, support and advisory services.
- On site short and long day care services (Carbrook) and a pre-prep service (Springwood and Carbrook).
- Be part of a vibrant community including regular events, worship, devotions and prayer groups.

Application Process

Applications are to be submitted by email to HR@calvarycc.qld.edu.au and are to include a cover letter and resume. In your cover letter, **in no more than two pages**, tell us:

- **Why you are fit for the role in light of the above responsibilities and selection criteria; and**
- **About your faith journey and current church involvement**

On appointment, the applicant will also be required to acknowledge acceptance of the College's [Statement of Beliefs](#) and [Staff Lifestyle Agreement](#). Applicants will also be asked to provide evidence of possession of a current Working with Children Blue Card.



Working at Calvary Christian College

Your Employer

The Principal and CEO (under delegation by College Council) appoints and is responsible for the employment of Calvary Christian College staff.

The College's Expectations

- Staff members are committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members subscribe to the aims of the College and are committed to the Christian values of the College (see prospectus).
- Staff members pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members work to help students develop a Christian vision of life so that they become effective stewards of the creation.
- Staff members participate in the College's strategic planning and professional development activities and attend the annual Staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College.

Privacy

- In applying for this position you will be providing Calvary Christian College with personal information.
- If you provide us with personal information it will be used to assess your application. You agree that we may store this information.
- We will not disclose this information to a third party without your consent. We may disclose this kind of information to the following types of organisations: Board of Teacher of Registration or government departments such as the Police Department for a criminal record check.