

Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.



Senior advisor – contracts and procurement

- **Location: Fawkner**
- **Full-time, fixed term (5 year fixed term contract)**

This is an excellent opportunity for an experienced Senior advisor – contracts and procurement to be part of our procurement team based at Fawkner.

Key responsibilities include:

- Providing expert advice on and assistance with undertaking procurements of all levels
- active involvement and support to all functions within procurement
- review of the specifications and other procurement/preferred supplier documents in relation to achieving the delivery outcomes, specified by the businesses
- assist in the establishment/maintenance of an up-to-date contract and procurement register
- review and assistance with the development of specifications, tender response requirements and associated schedules, tender information and conditions of tendering, and advice regarding the use of appropriate conditions of contract

To be successful in this position you will require:

- Bachelor's Degree in related field
- 15+ years' experience in procurement related positions
- sound knowledge and practical experience within the public / private sector for procurement
- practical and successful project delivery experience
- strong listening skills
- thrive in a high-pressured and urgent environment
- strong work ethic
- focused, committed, responsible and accountable
- determination and persistence
- strong financial modelling capability
- experience and ability to use multiple finance related systems



TO APPLY:

Applications must address the key selection criteria and be submitted to jobs@gmct.com.au

Closing date:
4pm Friday 18 January 2019

Please find position description here.

This position requires the successful candidate to undergo a pre-employment medical, police check and values testing.

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.

ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 19 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 12,500 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services. We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

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