

# Ball & Doggett

## National Supply Officer

- Procurement / Supply Career Entry Point
- Dandenong South, Victoria

**Ball & Doggett** is Australia's largest distributor of paper, packaging, plastics, inks and wide format media to the graphics and communication industry. With over 100 years' of experience and distribution facilities across Australia and New Zealand, we pride ourselves on generating a supportive business culture and living our company values. Japan Pulp & Paper (OVOL) is Ball & Doggett's parent company, and has a slogan of "Paper and Beyond", which signals a strong appetite for continued growth and diversification. With its Head Office in Tokyo, OVOL has operations in 23 countries and 62 cities. It has a consolidated revenue of approx JPY 500 billion, 3,700 employees, and more than four million tonnes of product per annum.

This position forms an integral part of National Supply team and is responsible for the timely and effective procurement of products and supply related services. The National Supply Officer assists internal & external stakeholders with a range of procurement related inquiries and supports the team in achieving its targets and goals to ensure efficient and cost effective procurement, from the creation of purchase orders through to delivery in to store.

### **The key responsibilities:**

- Manage orders and deliveries from suppliers, expedite deliveries in order to ensure customer service levels are maintained
- Create and maintain effective relationships with suppliers to ensure timely and accurate delivery
- Liaise with freight forwarders to ensure delivery timelines are achieved
- Ensure data integrity on Dynamics AX is maintained relating to pricing and delivery
- Maintain updated records of purchase orders, delivery information and invoices
- Expedite delivery in accordance to budgeted inventory forecast
- Ensure flow of Import Documentation to facilitate the clearance of goods at wharf as well as receipt of stock within our warehouse.

### **To be successful in this role you will need the following:**

- Ability to work as part of a team as well as being an effective individual contributor in a WFH context.
- Work well under tight deadlines managing multiple competing priorities.
- Well-developed interpersonal skills.
- Knowledge of ERP systems – experience in MS Dynamics AX is a definite advantage.
- Minimum of 2-3 years of supply / procurement / admin experience is preferred.
- Experience with overseas freight and shipping is desirable.
- Proficient with Microsoft Office Suite and ERP Systems.
- An ability to identify, recommend and implement process improvements.

This is a very exciting opportunity for an individual who is enthusiastic and passionate about delivering a very high quality outcome. You will need to be highly organised and be able to deal with multiple things on the go in a fast paced customer focused environment.

Applications close on 17 June 2022.

Please note the successful candidate will be required to pass a National Police Check and pre-employment medical, drug and alcohol assessment.

While we appreciate all applications we receive, only candidates under consideration will be contacted.