



Position Description

Administration and Procurement Officer

Title	Administration and Procurement Officer
Salary	\$78,523.54 per annum
Employment Type	Permanent Full-Time
Reports to	Director Corporate and Financial Services
Location	Darwin, NT

Position Overview

The Administration and Procurement Officer provides administrative and operational support across Council's corporate and procurement functions. The role includes assisting with the procurement of goods and services, preparing request for quotation and tender documentation, maintaining procurement records and contract registers, and liaising with internal stakeholders and external suppliers. The position requires strong attention to detail to ensure accuracy in documentation, data management and executive administration.

Key Responsibilities

1. Provide administrative support to Executives as required.
2. Act as a front-of-office contact for the Corporate Office, responding to enquiries and assisting staff, visitors, contractors and other stakeholders in a professional manner.
3. Assist in the coordination of travel and accommodation bookings for staff as required.
4. Assist with procurement of goods and services in line with Council policies, procedures and legislative requirements.
5. Prepare and issue request for quotations and assist with tender and contract documentation.
6. Maintain procurement records, contract registers and key documentation for audit and compliance purposes.
7. Liaise with suppliers regarding quotes, orders, delivery timeframes and general enquiries.
8. Support staff with procurement processes and purchasing requirements.
9. Assist with procurement reporting and data entry into Council systems.
10. Prepare, format and distribute correspondence, reports, meeting papers and other documents as required.
11. Assist with filing, record keeping, and document control in line with legislative and organisational requirements.
12. Monitor and maintain office supplies, stationery and other office resources.
13. Check and manage incoming and outgoing mail, deliveries and post office box.

Key Selection Criteria

- Proven computer skills and proficiency in Microsoft Office software.

- A strong attention to detail and the ability to maintain confidentiality when handling sensitive information.
- High-level written and verbal communication skills, with the ability to communicate professionally with internal and external stakeholders.
- Demonstrated ability to work collaboratively as part of a team, manage competing priorities under direction, and meet deadlines.
- Strong organisational skills and the ability to complete work accurately within required timeframes.
- A genuine commitment to learning and ongoing professional development.
- Certificate IV or Diploma in Procurement, Contract Management, Business Administration or a related discipline OR demonstrated equivalent experience in procurement and contract administration.
- Proven experience in purchasing, grant writing or project management.
- Valid NT Class C driver's licence.

Desirable Selection Criteria

- Experience working within a Local Government environment.
- Training in government procurement or contract management frameworks.
- Accurate and efficient keyboard and data-entry skills.

Conditions of Employment

- The role may require travel and overnight stays within the Groote Archipelago Region and occasional work outside standard hours to meet operational needs.
- Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.
- Employment is subject to a satisfactory Working with Children Check, National Police Clearance, and other pre-employment screening as required.

Groote Archipelago Regional Council is a committed Equal Employment Opportunity (EEO) employer.

Max Duncan

Maxwell Duncan
Chief Executive Officer
Groote Archipelago Regional Council