



Onstream is a rapidly growing professional business services firm offering organisations assistance in IT, payroll, human resources, procurement, billing, governance and communications.

With headquarters in Launceston's Cimitiere House and a CBD office in Hobart, Onstream has also developed state-of-the-art video conferencing facilities to support its statewide service delivery.

Procurement Officer

Onstream provides procurement services to the Tasmanian Water and Sewerage Corporations and new clients. Working with other procurement staff, the Procurement Officer is responsible for:

- Conducting data analysis using available information and liaising with stakeholders to identify and implement cost effective procurement initiatives
- Provide procurement services to clients
- Managing effective tender processes.

The successful applicant will possess the following:

- Qualifications in procurement / purchasing
- Sound experience in vendor management, negotiations and tendering
- Excellent communication skills, both verbal and written
- Experience in the use of MS Office applications
- Current drivers licence.

For enquiries and a position description, please contact Sue McMahon on 1300 808 366 or email recruiting@onstream.com.au.

Applications close at 5pm on 30 July 2010 and should be marked Personal & Confidential and addressed to:

Executive Manager, Human Resources
Onstream
PO Box 188
Launceston TAS 7250
or email to: recruiting@onstream.com.au