

CS38 Procurement / Supply Chain Coordinator

1. Job role

TCF sub-sector	Cross sector
Job role	CS38 Procurement / Supply Chain Coordinator
Job role description	Coordinates procurement, supplier management and supply chain operations within a TCF manufacturing enterprise. Responsible for sourcing materials, managing inventory levels, coordinating deliveries and ensuring production continuity through efficient supply chain processes.
Performance expectations	• Achieve cost-effective and timely procurement of materials • Maintain optimal inventory levels to support production • Ensure supplier reliability and quality compliance • Minimise supply chain disruptions • Maintain accurate procurement documentation and records • Support continuous improvement in supply chain efficiency
Specialisation	• Materials sourcing • Inventory control and warehouse coordination • Import/export logistics management • Sustainable and ethical sourcing coordination
Application in other TCF sectors	Transferable to procurement and supply chain roles in apparel, footwear, leather goods manufacture, footwear production, textile production and broader manufacturing sectors.

2. Key tasks and critical work functions

Key tasks	• Source and evaluate suppliers for materials and components • Negotiate pricing and delivery terms • Raise and track purchase orders • Monitor inventory levels and reorder points • Coordinate inbound logistics and freight • Maintain supplier performance records • Support production planning with materials forecasting • Ensure compliance with quality and sustainability standards
Critical work functions	• Accurate procurement planning and forecasting • Supplier relationship management • Inventory accuracy and stock control • Risk mitigation in supply continuity • Cost management and margin protection • Documentation and compliance governance

3. Technical skills

Procurement systems	Manage purchase orders and supplier records within ERP systems.
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Inventory management	Monitor stock levels, reorder points and warehouse coordination.
Supplier negotiation	Negotiate pricing, contracts and delivery terms.
Logistics coordination	Coordinate freight, shipping and inbound materials.
Cost analysis	Analyse material costs and support margin management.
Quality compliance oversight	Ensure materials meet required specifications and standards.
Import/export documentation	Manage customs and shipping documentation where applicable.
Sustainability sourcing	Support traceability and ethical sourcing requirements.

4. Generic Skills

Organisation	Coordinate multiple suppliers and delivery schedules.
Communication	Liaise effectively with suppliers and internal teams.
Analytical thinking	Interpret inventory data and forecast demand.
Negotiation	Secure favourable supplier agreements.
Problem solving	Address supply chain disruptions promptly.
Attention to detail	Ensure accuracy in documentation and procurement records.

5. Emerging skills

Emerging skills	- Digital supply chain analytics tools - Integration of procurement systems with ERP dashboards - Sustainability and ESG reporting in supply chains - Automation of procurement workflows - Global sourcing risk analysis
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI40324 Certificate IV in Supply Chain Operations or equivalent
Advanced development	TLI50224 Diploma of Logistics or equivalent

7. Job progression

Possible job progression	Purchasing Officer → Procurement / Supply Chain Coordinator → Supply Chain Manager → Operations Manager
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8. Classification

Australian Qualifications Framework	AQF Level 4-5 (enterprise dependent)
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Supply and Distribution Coordinator - Manufacturing context



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