

CS57 Procurement / Purchasing Officer

1. Job role

TCF sub-sector	Cross-sector
Job role	CS57 Procurement / Purchasing Officer
Job role description	Processes purchasing activities and supports procurement operations to ensure timely and cost-effective supply of materials, components and services across TCF environments. In the TCF industries—where supply chains include raw materials, components, consumables and service inputs—the Procurement / Purchasing Officer manages purchase orders, supplier communication, inventory coordination and documentation, ensuring accurate, compliant and efficient procurement processes aligned with production and service requirements.
Performance expectations	• Processing purchase orders accurately and in a timely manner • Ensuring availability of materials and consumables to meet operational needs • Maintaining accurate procurement and supplier records • Coordinating with suppliers to confirm orders, pricing and delivery • Supporting inventory control and stock replenishment • Ensuring compliance with procurement policies and procedures • Monitoring delivery timelines and resolving supply issues • Supporting cost control and procurement efficiency • Maintaining data accuracy in procurement and ERP systems • Contributing to continuous improvement in purchasing processes
Specialisation	Purchasing operations, supplier coordination, inventory replenishment, ERP procurement systems, cost control
Application in other TCF sectors	• Apparel production supporting sourcing of fabrics, trims and production inputs • Textile manufacturing supporting procurement of fibres, chemicals and materials • Footwear production supporting sourcing of components and materials • Leather goods production supporting procurement of hides, fittings and inputs • Dry cleaning and laundry services supporting procurement of chemicals, consumables and equipment • Technical textile and specialty services supporting specialised material sourcing

	Manufacturing and service industries supporting purchasing and procurement functions
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2. Key tasks and critical work functions

Key tasks	- Raising and processing purchase orders - Communicating with suppliers regarding orders and deliveries - Monitoring stock levels and triggering replenishment - Maintaining procurement records and documentation - Tracking order status and resolving delivery delays - Coordinating with warehouse, production and logistics teams - Updating ERP and procurement systems - Ensuring compliance with procurement procedures
Critical work functions	- Ensuring timely availability of materials and supplies - Maintaining accuracy in purchasing data and documentation - Supporting efficient inventory and stock control - Preventing supply disruptions and shortages - Ensuring compliance with organisational procurement policies - Supporting cost-effective purchasing decisions - Coordinating effectively across supply chain functions

3. Technical skills

Purchase order processing	Creating and managing purchase orders within procurement systems
ERP and procurement systems	Using ERP platforms to manage purchasing and supplier data
Inventory coordination	Monitoring stock levels and supporting replenishment processes
Supplier communication	Coordinating with suppliers on orders, pricing and delivery
Data accuracy and records	Maintaining accurate procurement and transaction records
Basic cost analysis	Comparing pricing and supporting cost control decisions
Documentation compliance	Ensuring purchasing activities meet policy and audit requirements

4. Generic Skills

Attention to detail	Ensuring accuracy in orders, data and documentation
Communication	Engaging effectively with suppliers and internal teams
Organisation	Managing multiple orders and procurement tasks
Time management	Meeting purchasing timelines and delivery schedules
Problem solving	Resolving supply and delivery issues
Numeracy	Working with pricing, quantities and cost comparisons

5. Emerging skills

Emerging skills	• Using digital procurement and e-sourcing platforms • Applying data analytics for purchasing decisions • Supporting sustainable and ethical sourcing practices • Integrating procurement systems with supply chain platforms • Using real-time order tracking and supplier portals • Applying automation in purchasing workflows
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6. VET Qualifications and Skill Sets

Entry-level preparation	TLI30325 Certificate III in Supply Chain Operations or equivalent
Advanced development	TLI40324 Certificate IV in Supply Chain Operations or equivalent

7. Job progression

Possible job progression	Purchasing Assistant → Procurement Officer → Senior Procurement Officer → Supply Chain and Procurement Manager
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8. Classification

Australian Qualifications Framework	AQF Level 3-4
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 3
Open Source Classification of Occupations for Australia (OSCA)	Procurement Officer / Purchasing Officer - Cross-sector TCF



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