



Catholic Education Sandhurst Limited

Diocese of Sandhurst

PROCUREMENT AND CONTRACTS ADVISOR

***Catholic Education Sandhurst Ltd (CES Ltd) is seeking a
Procurement and Contracts Advisor.***

Reporting directly to the Chief Operating Officer this role is responsible for ensuring procurement processes are effective, supported by relevant documentation and authorisation processes.

You will have:

- Experience in contract management and procurement, including budget management.
- A thorough understanding of relevant legislation such as OHS Act, Labour Hire Licensing Act, Modern Slavery Act, Building Codes, and best practice.
- Knowledge of and experience in e-software procurement and contractor management systems.
- Exceptional communication and negotiation skills.

What CES Ltd can offer you:

- Opportunity to be based in either Bendigo, Wangaratta, or Tatura.
- 6 weeks of leave per year.
- Remuneration of \$97,204 - \$106,540 plus superannuation.
- Opportunity for salary packaging.

The Catholic Education Sandhurst Office Team comprises approximately 110 employees working across 7 key functional areas, supporting over 50 schools within the Sandhurst Diocese. We are a supportive and friendly team who are committed to working collaboratively with our schools to achieve the best outcomes for our students.

**Closing Date for Applications:
5.00 pm Friday 1 March 2024**

**For more details about the role please download the position description from
www.ceosand.catholic.edu.au**

**Please email your cover letter and resume addressing the key selection criteria to
recruitment@ceosand.catholic.edu.au**

**CES Ltd embraces diversity and social inclusion
and encourages people from diverse backgrounds to apply.
We are committed to promoting the safety, wellbeing, and inclusion of all children.**