



Facilities and Procurement Coordinator

The Opportunity

This full-time position is an exciting opportunity for a proactive and passionate individual to contribute to the vital work of our Not-For-Profit organisation.

Operating within the Finance and Corporate Services team and reporting directly to the Executive Manager Finance and Corporate, this role is supported by the Facilities Support Officer to ensure the smooth, efficient and effective management of facilities and procurement for our organisation and staff.

About the Role

The position will lead and facilitate the administrative operations that underpin our fleet, facilities, infrastructure, procurement processes and contract management. The role is suited to someone who thrives in a fast-paced environment and can collaborate across departments to ensure our facilities meet operational needs while aligning with long-term strategic development plans.

What we offer

- Competitive Salary starting at \$100,7776 pa + 12% Super
- Salary Packaging benefits to maximise your take home pay.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer.

Key responsibilities for this role include:

Facilities

- Develop and maintain a preventative cyclical maintenance schedule for all facilities
- Manage Maintenance and repair activities for facilities, liaising with the occupants and external contractors.
- Facilitate the end to end management of building fit outs, alterations and upgrades.

- Evaluate project works to identify defects and incomplete works prior to practical completion or staged handovers of works.
- Facilitate proactive and reactive maintenance, ensuring proper resource allocation and adherence to tender obligations
- Provide detailed progress and final project reports.

Procurement

- As the key procurement contact, establish, provide and maintain a centralised procurement function for the Organisation.
- Develop and maintain a procurement system and processes for the organisation including:
 - Identifying preferred suppliers
 - Establishing and maintaining supplier service level agreements,
 - Monitor suppliers' compliance requirements
- Facilitate the receipt and dissemination of procured items across the multiple sites of the Organisation.
- Ensure that procurement activities are in accordance with established policies, meet business needs and deliver value for money.
- Coordinate the organisation, retention, reporting and maintenance of procurement records.
- Drive cost control initiatives through effective negotiation and ongoing supplier engagement.
- Identify opportunities to improve purchasing processes and achieve cost savings.

Tenders

- Develop, prepare and audit technical specifications and documents to enable the procurement of contractors to provide goods and services associated with operating and maintaining the facilities.
- Assist with the preparation and/or review of tender and purchasing documents, policies and procedures related to any procurement activities carried out by MSAU-MDVS.
- Coordinate tender openings, the issue of tender documents and tender evaluations, ensuring the security of all tender documents and evaluation documents.

Fleet

- Establish a fleet management strategy that ensures vehicles are fit for purpose, have an identified life cycle and meet capital budget requirements.
- Establish and maintain a fleet booking system.
- Coordinate and manage insurance claims and repairs.
- Coordinate and manage fleet vehicle maintenance needs, including servicing, and breakdowns.
- Ensure that current registration and insurance is maintained for all fleet vehicles.
- Oversee the maintenance of accurate internal fleet records.
- Manage and monitor the process involved in the acquisition and disposal of fleet assets and ensure that appropriate audit trails are maintained.
- Analyse and report fleet performance metrics such as fuel usage to identify trends and recommend strategies to improve efficiency.

Asset Management

- Maintain the Asset Register and record any movements.
- Perform periodic stocktake of assets, advise of missing or damaged assets.
- Manage IT and Mobile Phone Registers.

- Source and provide new assets as required for on-boarding.

Contract Management

- Administer the Contract Management Database and Register for all contracts.
- Monitor contract requirements to ensure compliance with contract milestones and documentation obligations.
- Monitor contract performance and spend analysis and collate and report performance data for the provision of business insights and improvements.
- Assess contractual risks and identify and implement controls.

Vendor Relationships

- Ensure all contractors and suppliers have current agreements in place including Service Level Agreements (SLAs) and agreed rates.
- Ensure all contractors satisfy organisational privacy, compliance and relevant legislative licencing requirements.
- Ensure all contractors and their personnel complete the mandatory WHS Induction prior to commencing any work on site.

Security Systems

- Ensure that appropriate security arrangements are in place over assets and facilities.
- Oversee the issuing of keys and fobs to staff and contractors.

Special Projects

- Support broader operational objectives by aligning procurement activity with business and project needs.
- Assist with end to end facilitation of special projects as required.

About you

You will have experience in a similar purchasing or procurement role and have worked with fleet and facilities management.

Your specialist expertise and experience should include:

- Experience in procurement process and supplier relationships.
- Knowledge of fleet management.
- Knowledge and understanding of asset management.
- Basic budgeting or cost analysis knowledge to support the actioning of procurement tasks, and to make informed procurement decisions.
- Ability to build strong working relationships with all key stakeholders.
- Strong administration, planning and coordination skills with the ability to prioritise and handle a varied workload.
- High level of organisational skills and attention to detail.
- Proficiency in the Microsoft Office Suite and other relevant software applications and tools.
- Flexibility and responsiveness to thrive in a dynamic work environment.

About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please **contact Deanne Kontrec**, Executive Manager People & Culture MSAU-MDVS on **(03) 5025 5400** or via email **careers@msau-mdvs.org.au**.

All applications are to address the Key Selection Criteria. For a copy of the Position Description, please visit our website **<https://msau-mdvs.org.au/employment>**

Applications close at 12 midnight Sunday 10th May 2026