



WE'RE HIRING, JOIN OUR TEAM!

Procurement Administration Officer

Join our dynamic team at Burke Shire Council, where collaboration, growth, and empowerment are at the heart of our work.

Location: Cairns, QLD

Employment Type: Permanent, full-time

About the Role:

As the Procurement Administration Officer, you will provide administrative and operational support across Council's procurement and contracts function. The role assists with the procurement of goods and services, preparation of RFQs and tender documentation, maintenance of procurement records and registers, and liaison with internal stakeholders and external suppliers. A keen attention to detail will be essential, as you ensure accuracy in documentation, data management, and contract tracking.

The position is based in Cairns, with the expectation of periodic travel to the Burke region.

Why You'll Love Working Here:

At Burke Shire Council, we foster a positive environment where you're encouraged to take ownership of your role and feel empowered to reach your full potential. Working alongside passionate professionals, you'll enjoy the autonomy to lead and innovate, knowing you have a supportive team with you every step of the way.

Key responsibilities:

- Assist with procurement of goods and services in line with Council policies, procedures and legislative requirements
- Assist in the preparation and issue RFQs and assist with tender and contract documentation
- Maintain procurement records, contract registers and key documentation for audit and compliance purposes
- Liaise with suppliers regarding quotes, orders, delivery timeframes and general enquiries
- Provide administrative support to Project Managers and the Finance team
- Support staff with general procurement processes and purchasing requirements
- Assist with basic procurement reporting and data entry into Council systems
- Assist in fostering a positive procurement engagement focus with local stakeholders and businesses overall

What You Bring:

You will have reasonably-developed computer skills, a high attention to detail and the ability to maintain confidentiality when handling sensitive information. You will communicate clearly and professionally, work well within a team environment, be able to manage competing priorities under direction and have an avid willingness to learn and grow within the role. A strong ability to manage deadlines and timeframes will be a must.

What we offer:

- Salary: \$66,594.32 per annum.
- Superannuation: 12.5% super.
- Remote Allowance.
- Additional Benefits:
 - Support through education and training.
 - The ability to make a real difference in the Burke Shire community.
 - An extra week of paid annual leave (25 days p/a).
 - Monthly Rostered Day Off (RDO) to support work-life balance.

How to Apply:

Please submit your resume and cover letter addressing your qualifications and experience relevant to this role to hr@burke.qld.gov.au by COB 23 January 2026.

Council reserves the right to appoint a suitable applicant before the specified closing date.

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