

JOB DESCRIPTION: PROCUREMENT ADVISOR - ADVISORY

JOB DESCRIPTION

- Opportunity to participate in key New Zealand infrastructure projects
- Dynamic, fast-growing company with an enviable client base
- Great team environment

We are looking for a highly motivated, efficient, and effective professional to contribute to our Advisory team. If this is you, contact us!

ABOUT THE ROLE

Reporting to the Leader of the Procurement team, this is a hands-on role where you will be part of the team responsible for excellence in the execution of advisory services, primarily in the government and infrastructure sector. The main focus of the Procurement Advisor role is to contribute to advisory and procurement related obligations and processes, and to provide outstanding service to clients while ensuring the successful delivery of our high-profile projects.

KEY SKILLS

- Providing the Advisory team with high quality input for major government and infrastructure projects with key clients.
- Show initiative and provide practical advice to identify solutions to job-specific challenges.
- Committed to teamwork and collaboration when engaging with the Advisory team and clients.
- Ability to work under pressure and maintain a clear assessment of requirements and priorities.
- Strong written and verbal communication skills, with the ability to express complex ideas in a simply understood manner.
- Strong attention to detail, able to focus on critical elements and, at the same time, remain mindful of the big picture.
- A highly motivated and delivery focused individual who values being part of a talented team with diverse skills and experience.

WORK EXPERIENCE

- 5-10 years' experience as a Procurement Specialist, Advisor, or Project Manager, with a proven track record of delivering projects to time, budget, and specification.

JOB DETAILS:

REFERENCE JD1949
LOCATION Auckland
EXPERTISE Procurement
WORK TYPE Permanent

- Broad experience in sectors such as procurement, infrastructure, construction, and/or engineering would be a clear advantage.
- Experience in public sector procurement is preferred.
- Demonstrated ability to produce results working alongside high-profile clients.
- Familiar with the New Zealand business market and specifically dealing with contracts.

EDUCATION

- Bachelor's degree or higher in a relevant discipline.
- Relevant experience will surpass degree for the right candidate.

WHY STELLAR PROJECTS?

Our company boasts a strong and dedicated team, delivering a wide variety of projects to an enviable range of clients. We understand the importance of providing a great experience for our stakeholders - both internal and external.

We have grown to over 80 staff in a short space of time (the company was founded in 2013). Our success is largely due to the high calibre of personnel we attract and retain, with specialists in a wide range of services: advisory, planning and consents, project management, design, construction, quantity surveying and asset management.

We continue to expand and deepen our service offering to clients and are committed to providing a great working environment for staff. If being part of a dynamic and innovative team, with opportunities to showcase your ability, motivates you, then we believe we can offer you great career progression. An attractive benefits package is offered.

IF YOU ARE INTERESTED:

Please submit your CV and a cover letter (outlining the reason for your interest in this position and indicating the match of your skills and experience to our job requirements) to:

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