

About the role

We're looking for an experienced **Procurement Specialist** to deliver activities from initiation to completion for medium to complex procurement activities.

This exciting and varied role will support transactional, leveraged and focused procurements, predominantly within the racing and infrastructure categories.

With a strong appreciation of rules and regulations, you will provide procurement/contract administration and management support, apply risk management principles, and develop procurements and contract documentation.

Your demonstrated experience undertaking end to end procurement, gained over the past five years or more, coupled with your applied understanding of Victorian Government procurement practices, will ensure you hit the ground running.

With exceptional planning and problem-solving skills, you can balance multiple priorities while maintaining independence under pressure.

Your stakeholder management skills are second to none, as they will be key in building and maintaining relationships with customers, tenderers, and suppliers.

Holding CIPS qualifications (Certificate or Accredited Degrees) is desirable.

(You can find out more by reading the position description which is [available here](#)).

Let's talk benefits!

This is a full time, ongoing opportunity. We work flexibly, with hybrid working being our norm.

We offer a competitive salary, dress for your day, and access to our in-house wellbeing program.

We'll provide you with interesting and rewarding work, a welcoming and collaborative team environment and work-life balance.

We support our people with access to free and confidential counselling and ongoing professional development.

Interested? Apply today!

To apply, click **Apply Now**. Your application must include a cover letter (summarising why you're interested in this opportunity and your response to the knowledge, skills, and experience listed in this advert) and a copy of your CV/resume.

Applications close **7 April 2023**.

For more information, email Patricia Houang, People & Culture Business Partner at phouang@grv.org.au.

While we appreciate the great work undertaken by our panel of recruitment agencies, GRV are managing this opportunity directly. Unsolicited applications won't be accepted.

We're readvertising this opportunity. Previous applicants need not reapply.

Who we are

[Greyhound Racing Victoria](#) (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$600 million in economic activity and over \$3 billion in wagering and directly involves over 15,000 people. Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart".

GRV is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong. All offers of Employment will be subject to a satisfactory police check. All employees must reside in Australia and have the right to work in Australia.