



## Estimator & Purchasing Officer

*Are you a highly organised, motivated, and detail-oriented person looking to develop your career with a leading Australian manufacturer that's growing, friendly and supportive?*

- Industry leading manufacturing organisation
- National customer base and a great team based in Griffith NSW.
- Permanent Full Time – Start ASAP

## WHO WE ARE?

Swift is an Australian manufacturer specialising in componentry for original equipment manufacturers and our own range of Anchorage pipe support systems and associated fittings. For over 20 years, Swift has supplied clients nationally and throughout the APAC region with component solutions through a value led commitment to our team, our products, innovation and most importantly, outstanding customer support and service.

## ABOUT THE OPPORTUNITY

Due to an increased demand on our Sales Department and planned continued growth in this area, a newly created Manufacturing Sales Support role has been created.

Working from our modern facilities in Griffith, this is a fast-paced role, offering you variety, challenges, and the opportunity to use all of your acquired organisational and technical skills in a positive team environment.

This role would suit someone with a practical manufacturing or engineering background who prides themselves on their high level of organisational capability, significant technical experience and who genuinely enjoys working as part of a team.

Reporting to the Sales Team Leader, your key responsibilities include:

- Responding to and actioning customer requests for quotes
- Accurate job preparation including methods and drawings into ERP system.
- Sales order entry and assisting with procurement of materials.
- Checking and approving supplier drawings and files
- Prioritising and scheduling and completing quotes into ERP system
- Communicate proactively and regularly with production team to ensure orders are on track.
- Preparedness to go 'above and beyond' to assist the team to reach individual and business objectives and targets.
- Take on any other relevant projects/duties as specified by your Team Leader.

## WHAT WE ARE LOOKING FOR

**We are looking for someone who has:**

- At least 3 years comparable experience
- Relevant degree or tertiary education in a relevant field (desirable)
- Experience in use of drawing programs and ERP systems (highly desirable)
- Experience in the engineering/manufacturing industry (highly desirable)
- Experience in working directly with suppliers (highly desirable)

**Key Competencies & skills required:**

- Highly polished & professional in presentation.
- Highly motivated self-starter with the ability to set objectives and ensure their achievement

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- Detail oriented and accurate
- Results driven & Solutions focused.
- Commercially astute with strong customer focus
- Ability to manage multiple tasks systematically and effectively.
- Outstanding communicator at all levels
- Proven planning principles and experience
- Commitment to Swifts Values
- Collaborator & Team Player
- Highly confidential

#### WHAT WE CAN OFFER

As the successful candidate you will be rewarded with:

- On the job training and ongoing career development
- A competitive salary package (depending on experience)
- Supportive and highly experienced team and manager
- Swift provides a safe smoke-free workplace and equal opportunity.

*This is an opportunity to further your career within a growing company, prove yourself in this role and other opportunities will be sure to open for you down the track.*