

EMPLOYMENT OPPORTUNITY

Purchasing Officer – Permanent (Auckland)

Temperzone is a leading manufacturer, distributor of innovative air conditioning and ventilation products throughout Australasia, Southeast Asia, and China. We are also the exclusive distributor of Hitachi Cooling & Heating products within Australia and New Zealand. We have evolved through an ongoing commitment to best manufacturing practices, innovative design, customer service, and technology for quality delivery.

About the role:

Our Supply Chain team is looking for a motivated Purchasing and Logistics Officer to execute and manage all aspects of the local and overseas purchasing process for one of our sites, including looking after exports to Asia and Pacific Islands. The role is demanding and offers a lot of exciting challenges, which you will have a strong and supportive team to back you up. You will be empowered and given the freedom to act within your role and work closely with various business functions on a regular basis.

A typical day for you:

- Process and maintain MRP data base to ensure all orders are complete, accurate, and up to date.
- Maintain relationship with suppliers: place orders, coordinate freight, and monitor supplier performance.
- Compliance & Administration: Reconcile invoices, and data maintenance.
- Communicate with sales and service team regards to orders, deliveries, and customer enquiries.
- Assist information collecting and assessing for forecasting purpose.

What you will bring to the role:

We are looking for someone who is motivated, eager to learn and grow with the team. Proven experience working in Purchasing, International Purchasing and Logistics or similar in a Manufacturing environment will be an advantage – you do not need to know air conditioning.

Previous experience with database systems, preferably Epicor, SAP or similar is required. Strong communication skills, ability to build rapport and make robust decisions are important for your success in this role.

What we can offer

We are a close-knit team which offers a supportive environment, free on-site parking, onsite café and well as opportunities for development.

Internal Applications: To apply for the role please send your CV to Recruitment@temperzone.com

External Applications: Send your CV to Recruitment@temperzone.com



At Temperzone we believe that our people are our strength so it's important to us to have the right people in the right roles to move us into the future. Does this sound like the next step in your career? Click 'Apply' now!

We will only consider applications from people who are already entitled to work in New Zealand and are currently residing in New Zealand.