



MPE Custom Switchboards is a family-owned, niche switchboards manufacturing business that prides itself on quality workmanship, attention to detail, and genuine customer service.

We value old-school work ethic, accountability and excellent customer service.

This role would highly suit a **tradesperson looking to come off the tools** and transition into the administrative and coordination side of electrical manufacturing industry liaise with staff, tradesmen and apprentices.

### **The Role:**

Reporting to the Production and Factory Floor Managers, the purchasing Officer plays a key role in ensuring materials, consumables, and equipment are available to meet production schedules.

### **Key responsibilities include (but are not limited to):**

- Motivated and high attention to detail.
- Ability to read electrical drawings and purchase required equipment for each project from drawings.
- Negotiate best pricing on raw material such as sheet metal, copper and switchgear with suppliers
- Liaise with Factory Floor Team leaders, for requirements in consumable goods.
- Liaise with the production and engineering staff, if required, with special items required for projects.
- Receive the goods and maintain the store and issue the items for the projects as required.
- Complete stock takes of the store and items on the Factory Floor.
- Schedule and organise the delivery of the switchboards to site, with Transport Companies.
- Approve Invoices, cross- referencing to Delivery Dockets and negotiated terms.
- Create labels lists for each project, from the drawings and send them to external suppliers or in-house, using the label machine.
- Ability to time manage and multi task

### **Skills/ Experience**

- Experience in Purchasing of good and services, preferably within the Electrical industry, desired but not necessary
- Strong attention to detail and time management skills.
- Coordinating supply of goods so that all items are available for the commencement of production.
- Proficiency in Microsoft Outlook, Excel, Word and PDF.
- Excellent communication and negotiating skills.
- Ability to read Electrical Drawings preferred.
- Strong record keeping skills

**What's on Offer:**

- Long-term opportunity with a respected and growing organisation
- A positive, supportive team culture
- Support, training and guidance from Production and Floor Managers
- Up to date technology and a modern office environment
- Off Street Parking
- Mon - Fri 07.00 – 15.30

**Please note:** Applicants must have full working rights in Australia.

**Applications close:** 13 March 2026

Send your CV via this advertisement or email [HR@mpesgroup.com.au](mailto:HR@mpesgroup.com.au)

*Attention: Recruitment Manager*