



Position Description	
Position Title:	Assets and Supply Coordinator
Location:	Bendigo
Term:	Full-time Ongoing
Classification:	SCHADS; Social and Community Services- Level 5
Reports to:	Strategic Finance Manager

Overview of DJAARA

The Dja Dja Wurrung Clans Aboriginal Corporation (DDWCAC), now trading as DJAARA, actively works to progress the aspirations of the Dja Dja Wurrung community. It is incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) and is regulated by the Office of the Regulator of Indigenous Corporations (ORIC). Established in 2004, the principal objectives and responsibilities of the corporation are to:

- Promote the health and wellbeing of the Dja Dja Wurrung People.
- Protect and promote the laws, culture, property rights and human rights of the Dja Dja Wurrung People.
- Exercise rights under the Recognition and Settlement Agreement on behalf of the Dja Dja Wurrung People

DJAARA is also a Registered Aboriginal Party, the sole owner of Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak. Our businesses include natural resource management, cultural awareness, and tourism.

In 2013, Dja Dja Wurrung People achieved a Recognition and Settlement Agreement (RSA) with the State of Victoria, which formally recognises Dja Dja Wurrung People as the Traditional Owners for part of Central Victoria. Dja Dja Wurrung People nominated the DDWCAC as the 'Traditional Owner Group Entity' for the purpose of the settlement, meaning it holds and manages the settlement on behalf of the Dja Dja Wurrung People.

The Dja Dja Wurrung Clans Aboriginal Corporation, trading as DJAARA and Dja Dja Wurrung Enterprises Pty Ltd, trading as Djandak, make up the Dja Dja Wurrung Group.

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DJA DJA WURRUNG CLANS ABORIGINAL CORPORATION TRADING AS DJAARA

Located at 13-15 Forest Street, Bendigo Vic 3550

ICN: 4421



Primary Purpose of the Position

The Asset and Supply Coordinator provide operational support and guidance for asset and supply management to ensure compliance with organisational policies and procedures. The role focuses on maintaining accurate records, coordinating procurement and asset lifecycle activities, and supporting continuous improvement in efficiency and cost-effectiveness.

Reporting relationships

Reports to the Strategic Finance Manager. This role does not hold managerial responsibility for other positions.

Accountabilities

- **Asset & Fleet:**
 - Maintain and update asset registers for all organisational assets and fleet vehicles.
 - Coordinate servicing, repairs, and lifecycle compliance for assets and vehicles.
 - Manage insurance renewals and compliance for all assets and fleet vehicles.
 - Ensure registration and insurance documentation is current and meets statutory requirements.
 - Coordinate asset disposal in line with organisational policy and compliance standards.
- **Procurement Coordination:**
 - Manage purchase orders, quotations, and tender processes in accordance with policy.
 - Negotiate pricing and terms with suppliers to ensure value for money.
 - Monitor supplier performance and identify opportunities for cost savings and process efficiencies.
- **Contract & Supplier Management:**
 - Review contracts for compliance and track renewal dates.
 - Liaise with suppliers to resolve issues and maintain positive relationships.
- **Logistics & Supply Chain:**
 - Coordinate supply chain activities, vendor communication, and inventory tracking.
 - Ensure timely delivery of goods and services to support operational needs.
- **Compliance & Risk:**
 - Ensure all activities comply with organisational policies, insurance requirements, and statutory obligations.
 - Support internal audits and maintain documentation for compliance purposes.
- **Administrative Support:**
 - Maintain accurate records and prepare reports for management.
 - Assist with compliance tracking and provide data for audits.
 - Identify and implement opportunities to improve workflows and reduce operational costs.
 - Support projects aimed at enhancing efficiency and cost-effectiveness.

Key Selection Criteria

- Proven experience in procurement, asset management, or contract administration.
- Build strong relationships with key stakeholders.
- Strong organisational and multitasking skills.
- Proficiency in Microsoft Office Suite and operational software tools.
- Effective communication and relationship-building skills.
- Ability to manage competing priorities in a fast-paced environment.
- Analytical mindset with attention to detail.
- Proactive and collaborative approach to process improvement.
- Current Australian Driver's License (preferably MR License).

Personal attributes:

- A commitment to and understanding of Dja Dja Wurrung culture and a willingness to get involved and understand the business and its various functions.
- High ethical standards and integrity
- Ability to work independently and as part of a team
- Commitment to safe work practices and continuous improvement
- Strong judgment and confidentiality in handling sensitive matters

CONTACT	
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