



Procurement/Tendering Coordinator – Melbourne Cricket Ground.

- Tenders and contracts focus
- Facilities management
- Be part of the day-to-day management of the MCG!

The Melbourne Cricket Club manages and maintains the world-famous Melbourne Cricket Ground. The MCG is host to more than 60 major events annually, including the Boxing Day Test and the AFL Grand Final, attracting at least three million patrons and visitors. Much of the on-site maintenance and facilities management is contracted out via the tendering process - this is where you come in!

This role will see you using your understanding of tendering and contract law requirements to co-ordinate the procurement process from start to finish. Working closely with the Facilities Team you will be responsible for preparing tender documentation, including specifications and response requirements, as well as managing the response in accordance with best practice and MCC policies and procedures.

To be successful you will need:

- Relevant project management experience
- A thorough understanding of the tendering process
- Exposure to commercial negotiation and contract establishment
- Knowledge of OH&S and environmental legislation
- Excellent written and oral communication skills on all levels
- Able to work weekends, supporting event delivery as a member of the Facilities Team, as rostered

A position description is available on request and confidential applications can be forwarded to the Recruitment Officer, Human Resources Department, Melbourne Cricket Club, Melbourne Cricket Ground, Yarra Park, Jolimont 3002.

recruitment@mcc.org.au (subject heading: Procurement/Tendering Co-ordinator).