

Position Description International Samples Co-ordinator

Title:

International Samples Co-ordinator

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

To coordinate the Tatua sample process for export and imported samples, ensuring business and customer needs are met with right first time service and support

Reports to:

Systems Improvement and Samples Manager

Direct Reports:

None

Key Relationships:

Export Officers / Senior Export Officers
International Trade Manager
International Logistics Team
Supply Chain
Regulatory Advisors
Marketing Co-ordinators
Business Managers / Business Development Managers
Warehouse & Production Personnel
Product Development Personnel
Laboratory Personnel
Purchasing
Finance Personnel

Authorities & Financial Responsibilities:

Amount of Dollar dimensions applicable to your job

Amount	Comment
	Verification and classification of freight invoices for payment

Key responsibilities:

Key Responsibility	% of time
Comply with New Zealand and importing country regulations and requirements including MPI and NZ Customs requirements	20%
Coordinate domestic and export logistics for samples	20%
Provide the highest level of Customer Service, ensuring accurate, timely fulfilment of customer sample orders and documentation	20%
Despatch of samples ensuring they are to specifications and requirements, ensuring they are securely packaged	20%
Completing project's and associated tasks	20%

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Key Result Areas (KRAs):

KRAs:	Measures:
Compliance with regulatory requirements	<p>Fulfilment of Sample orders ensuring all regulatory requirements are complied with. Includes:</p> <ul style="list-style-type: none"> • Competency in using MPI's AP Ecert system for certification • Understanding the principles of legislation (Animal Products Act, Regulations, Notices, Overseas Market Access Requirements) and how these apply to certification • Understanding how Tatua's Risk Management Programme supports certification and product eligibility • Understanding product traceability • Ensuring product eligibility is met in order to meet MPI requirements and obtain official assurances • Knowledge of Customs export entries for export clearance of shipments • Knowledge of Harmonised Tariff Codes and their role in defining duties and taxes • Understanding company and individual responsibility under the MPI Transitional Facility Scheme • Understanding company and individual responsibility under the NZ Customs Secure Export Scheme (SES)
International Trade Finance	<ul style="list-style-type: none"> • Adherence to invoice rules • Understanding the duties of buyers and sellers according to Incoterms, and correct application of these incoterms
Export Logistics	<p>Determination of import and export regulations as well as customer requirements prior to shipping, includes:</p> <ul style="list-style-type: none"> • Free Trade Agreements, Rules of Origin, Certificates of Origin • Trans-shipment restrictions • Import permit and registration requirements • Eligibility Declarations • Export Certificates • Manufacturer's Declarations • Religious Certificates • Labelling (including support with printing of labels) • Certificates of Analysis • Early Manifest Rules • Authentication of document sets • Apostille Certificates <p>Utilising preferred transport suppliers for despatch of samples. including securing bookings, outwards goods processing</p> <p>Dispatch of samples within required timeframes, adhering to business and documentation requirements</p> <p>Ensuring all samples being despatched follow SES requirements and manual procedures including the relevant documenting of process per sample</p>
Customer Service	<ul style="list-style-type: none"> • Prompt communication with Sample Order stakeholders throughout the Sample process ensuring key milestones are shared and information and documentation reaches the relevant parties in a timely manner

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	<ul style="list-style-type: none"> Ensuring all documentation and labelling requirements are completed with the highest level of accuracy and attention to detail Despatch of correct quantity and specification of product to customers within the required timeframe
Selection of Product	<p>Adherence to business and customer requirements, including:</p> <ul style="list-style-type: none"> manufacturing specifications customer specifications market eligibility product grading and exceptions First in First Out (FIFO) Policy Shelf-life Packaging Labelling minimum order size <p>Assist the Senior Sample Officer with regular stocktakes and overall management of Sample Room</p>
Project work	<ul style="list-style-type: none"> Assist with projects including associated tasks as directed by Systems Improvement and Samples Manager or International Trade Manager
Health & Safety	<ul style="list-style-type: none"> Undertake all work in a safe manner and follow all company and workplace health and safety procedures Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required) Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible

General:

- To follow any lawful or reasonable instruction made by the employer
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

- Excellent planning and time management skills.
- Process oriented.
- High attention to detail
- Ability to communicate with personnel at all levels of the organisation, as well as those external to the company including customers
- Strong oral and written communication skills
- Strong investigative and interpretative abilities.
- Critical thinking
- Understanding of New Zealand and international regulatory requirements related to dairy exporting.
- Ability to work as part of a team
- Proficiency in Word, Excel, and Outlook and the ability to quickly learn new software

Essential Qualifications Required:



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None

Desirable Qualifications:

- Registered user for MPI Exporting
- A relevant tertiary qualification
- Training in the field of:
New Zealand MPI Transitional Facility
Free Trade Agreements
Customs Practises
Incoterms
- Registered user for NZ Customs Entry Processing

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

This Position Description is a working document subject to review and change as required by Management

Office Use Only

Know-How		Problem Solving			Accountability		Total Points	Profile
Slot	Pts	Slot	(%)	Pts	Slot	Pts		
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