

Title:

Supply Chain Officer

Company:

The Tatua Co-operative Dairy Company Limited

Purpose of Role:

This position is primarily responsible for:

- Completing Planning and Procurement activities
- Enhancing systems and procedures in Planning and Procurement
- Identifying, collating and delivering process and cost improvements
- Backfill planning during periods of annual leave

Reports to:

Supply Chain Manager

Direct Reports:

0

Key Relationships:

A wide range of internal and external stakeholders

Key Result Areas (KRAs):

KRAs:	Measures:
Procurement	<ul style="list-style-type: none">• Responsible for managing PPE requirements on site including raising non-stock and stock purchases• Responsible for managing chemical purchases and the bulk chemical ordering process including price updates• Monitor PPE and chemical usage and spend ensuring a high level of accuracy in relation to data and information integrity• Assist in any contract tenders and request for proposal processes• Support the implementation of the sustainable procurement policy and complete vendor management questionnaires
Planning	<ul style="list-style-type: none">• Send monthly forecasts to vendors and complete associated system updates• Assist production planners with administrative tasks such as shelf-life extensions and receipt invoices• Cover planners for periods of annual leave• Attend regular plant toolbox meetings growing knowledge and connection with manufacturing
Vendor Management and Performance	<ul style="list-style-type: none">• Lead vendor management processes for allocated vendors• Ensure expectations are agreed and documented, with monthly supplier performance reporting• Grow knowledge of relevant categories and suppliers, their markets, challenges and opportunities• Manage ingredient and packaging non conformances• Support creation and changes to vendor master data
Process Improvement	<ul style="list-style-type: none">• Play a lead role in collating, identifying and realising improvement opportunities and including these within the Tactical Initiative programme• Drive for sensible automation of processes and systems in accordance with the IT strategy• Think outside the square

General:

- To provide a high level of commercial acumen, energy and opportunity analysis/realisation
- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly. Working from home is not appropriate for this role.

Key Skills / Knowledge / Experience Required:

- A self starter, willing to take on and assume ownership for tasks
- Ability to gather data from systems as well as a wide range of qualitative sources
- An analytical mind and methodical approach
- A continual process improvement mindset
- The ability to successfully implement change, involving relevant stakeholders
- Determination to achieve
- The ability to work independently
- A strong focus on integrity of process and documentation
- Commercial nous

Essential Qualifications Required:

- Tertiary qualified in a commercial field, with either previous supply chain, procurement or planning experience, or several years' experience in a commercial role which has required stakeholder management, effective negotiation skills and significant challenges.

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		
			()					