

Position Classification: Service and Support

Responsible for:

- Purchasing of dry goods at the best price in relation to quality, quantity and delivery requirements
- Monitoring changes to schedule and act upon changes utilising MRP (Material Requirements Planning)
- Maintaining optimum stock levels of dry goods, Developing rolling dry goods forecasts for suppliers Maintaining system planning information including cost of goods
- Developing and maintain good supplier relations
- Assist the product development team with artwork sign offs, trials and other
- Follow all legal, ethical and compliance protocols

Leadership/Business influence: Minimal supervision, working independently/ proficiently.

Reports to: Supply Chain Manager

Supervises: NA

Internal contacts - All personnel in the Planning, Operations, Finance and Sales/Marketing Support aspects of the Company

External contacts - N/A

Main Functions and Activities/Accountabilities

Purchasing of components

- Raise Purchase orders for components in a cost efficient manner
- Check components for compliance against previous production runs or specifications.

Measures - Purchase price variations are minimal, Statistics on component usage by category by month, Add PO data into supplier forecasting agreements

Costing of components

- Ensure that the cost of components is correct on the system
- Ensure that any cost adjustments are reflected in COGS when approved.
- Review receipts for Purchase Price Variance and Account Payable Variance and adjust as applicable

Measures - No cost variation between PD initiated components and actual, Cost

*adjustment guidelines adhered to. All accounts are processed within 48hrs from receipt.
Low PPV and no APV*

Coordination of component development

- Coordinate with Product Development members component design, purchase and costing
- Review all components for synergies between Export and Domestic
- Work with Product Development team on changes relating to production or packaging modification

Measures - *Minimal component write offs, Increase speed of product release into domestic and global market*

Inventory control

- Ensure components are available to production in a timely and efficient manner
- Ensure adequate/minimum stock of components are held at any one point in time
- Ensure that where required damaged goods are dealt with and the goods are returned or removed from the site. Liaise with QC and Warehousing where required.
- Ensure returnable packaging is returned and accounted for where applicable. Liaise with QC where required.

Measures - *Goods to arrive 2 days prior to manufacture, Review of item site planning parameters, Monthly 3.5.7 report actioning, Minimal component write offs, Provide velocity reports, Issuing of RTV's*

Develop and Maintain good Supplier Relations

- Document all issues related to product or supply performance and work with production to reduce component related production issues
- Provide (or input to) forecast for component requirement
- Be able to recommend alternatives in packaging related issues
- Review and recommend potential suppliers
- Visit or audit suppliers when required ensuring a complete understanding of their business

Measures - *Issuing of NCR's where required, Minutes of Supplier meetings, Ensure that all Non Compliance reports are replied to in detail. Provide data into agreed supplier forecasts. Provide supplier DIFOT reports. Supplier visit/audit report*

Maintain System Planning Information

- Review MRP system and to assist in decisions made
- Ensure that components are set up on the system as required by the planning

department

- Review of planning parameter

Measures - Minimise Action Messages derived from MRP, update of planning parameters on quarterly basis.

Departmental Support

- Support Planning Department through peak periods & staff absentees

Measures - Write or update SWI's, Peer review new or updated SWI's, Number of days supporting alternate purchasing role

Support Planning Department

- Be capable and available to relieve in any position within the Planning Department with confidence and accuracy

Policies and Procedures

- Comply with and ensure all company policies, procedures and OH & S regulations are followed.

Measures - Compliance with company policies and procedures.

Essential Capabilities and Experience

- High degree of organisational ability
- Knowledge of a corporate computer system
- Proven ability to work with all levels of the company
- Excellent word processing and spreadsheet skills
- Knowledge & experience with budgeting and costing processes
- Ability to work as part of a team
- Ability to work independently and calmly under pressure
- Excellent communicator

Desirable Capabilities and Experience

- APICS accreditation or similar (ASCI)
- Experience in a production environment
- Experience with stock management
- Evidence of further education
- Demonstrate intuitiveness and initiative in difficult situations (lateral thinking)

Position Scope - Purchasing Officer



Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____