



Job Description for

Date

Position Purchasing Manager
Reports to General Manager

Company Vision

“We will be the very best foodservice distributor by being innovative and responsive to the interest and continued success of our customers, which in turn will provide for the success of our co-workers, suppliers and community”

Overview

The primary responsibility of this role is:

- To achieve and maintain optimum stock levels for all categories.
- Ensure we are stocking products aligned with current trends.
- Manage staff of the purchasing department

Functional Relationships

- All HOD, Accounts, Account Managers, CSR Team, Warehouse and distribution staff, SO staff.

Key Responsibilities

Management	<ul style="list-style-type: none"> • Ensure staff are productive and no time is wasted • Ensure staff are trained and supported in learning new tasks • Develop and grow staff in roles to cover all department responsibilities • Manage rosters and work flow plans
Purchasing responsibilities	<ul style="list-style-type: none"> • To maintain accurate stock levels • Maintain the price vendor file for branch • Analyse and understand current market trends and ensure Bidfood is in the best position for the market. Communicate this knowledge to the rest of the business • Actively seek cost effective purchasing methods through comparison • Maximise & rationalise purchasing from Bidfood preferred vendors. • Facilitate excellent communication with the Operations and Sales teams, providing accurate and up to date information on stock movements. • Build strong relationships with suppliers and gain a competitive advantage through negotiation and or delivering benefit to suppliers. • Learn and train new systems as required
Inventory Control	<ul style="list-style-type: none"> • Oversee stock control, ensuring missing’s accounts are regularly maintained, working with the operational staff to minimise any loss incurred.

	<ul style="list-style-type: none"> • Control short dated process alongside the warehouse, as per FCP • Streamline stock holdings and range regularly • Reduce holding of slow moving lines • Assist in the preparation & execution of stocktake, working alongside the warehouse staff.
<p>Internal Relationships</p>	<ul style="list-style-type: none"> • Attendance and constructive contribution made to tool box meetings • Maintain effective interdepartmental communication.
<p>Complies with Health & Safety, Food safety and other relevant legislation</p>	<ul style="list-style-type: none"> • Any health, safety concerns or incidents are reported to your manager and logged in Montage • Fully conversant and compliant with company and department H&S and food control procedures policies and directives • Adhere to Health and Safety rules outlined in in your Employment Agreement. • Under the Health and Safety at Work Act 2015, you are obliged to take all practical steps to ensure your own safety at work and to ensure the safety of all other persons in the workplace. • Observe Company policies on personal hygiene, wounds and infectious illnesses • You are required to log into E road when operating a company vehicle.
<p>General</p>	<ul style="list-style-type: none"> • Present yourself for work in clean and tidy clothes and maintain a high standard of personal hygiene. • Assist other staff with other sundry duties as directed by your manager. • Adherence to all company policies and procedures within the company handbook. • Effectively follow complaints procedures; follow ups, returns, credits and recording etc • Maintain effective communication within the purchasing team and with all external parties both in and outside the company • Help clear all daily purchasing queries effectively, providing product information to other departments • Assist accounts staff with product cost queries • Assist with preparation of brochures by contributing to pricing input and stock sourcing • Always represent the company in a professional and knowledgeable manner • Avoid showing favouritism to any supplier to the detriment of company interests or in a manner that may misrepresent the company to other suppliers • Help promote Bidfood in the food industry as an efficient and profitable company that suppliers should want to work with rather than feel obliged to work with • Undertake Weekend Duty as required • Ensure company policies are followed



	<ul style="list-style-type: none"> • Perform training when and as required
<i>Ensure a friendly, helpful and efficient service is provided</i>	<ul style="list-style-type: none"> • All complaints or customer feedback is responded to politely and passed onto the correct person, i.e. your manager.

Key performance indicators 2025

- Full compliance and meet deadlines for all FCP requirements assigned to purchasing department
- Limit slow moving stock – stock lines with less than 2 units sold per week (or 9 units per month) should be de-ranged.
- Branch O/S target 1% at any time.
- EB sales – target 24% of total sales.
- Import profits 2.5% of total sales
- Trading Margin 24.7%
- Dumped, missing, expired stock target 0.4% of total sales.
- Coop where ever possible
- Build and maintain Relationships with Suppliers
- AP/Purchasing Relationship-A/P invoices cleared daily
- Maintain code Status for specific lines as per the Purchasing KPIs
- Increase system knowledge-Real Time, Houdini, Excel Reports, slim4 and Multipick

The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of the systems; operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this, and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to upgrade their skills, knowledge and abilities. These extra duties will be discussed between the employee and his/her immediate manager, and the decision to allocate them will be taken jointly.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Signature: _____

Date signed: _____