

Bidfood – Job Description

Commercial Department

Position Title:	Procurement Manager
Reports To:	Commercial Manager
In Absence of Above:	General Manager
Location of Employ:	Glenda Drive, Queenstown
Hours of Work:	Start times vary between 0730 and 0830, approximately 8 hour shifts
Days of Work:	Monday- Friday
Responsible For:	<ol style="list-style-type: none">1. Procurement team2. Achieving Expected Results

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”

Position Summary

To lead the procurement team and ensure the efficient utilisation of Bidfood systems in negotiating with suppliers, ordering, receipting and systems updating for all dry, chilled and frozen goods. Weekly tasks will be rotated amongst the team and a strong sales and customer focus will result in the department achieving KPI's.

KEY RESPONSIBILITIES AND EXPECTED RESULTS:

KEY RESPONSIBILITY	EXPECTED RESULT
In conjunction with the Commercial Manager grow and ensure the performance of the procurement team	<ul style="list-style-type: none">• Assist with the recruitment, selection, training and performance management of Procurement Assistants• Weekly Team meetings are held involving other departments as necessary and ensuring that the team are fully informed on new products, relevant issues, internal & external systems and procedures
Efficiently utilise Bidfood systems to order and when necessary, source, Dry, Chilled and Frozen Goods ensuring the range meets the changing needs of the marketplace and Bidfood standards	<ul style="list-style-type: none">• Understanding of customer requirements and seasonal changes through use of sales tools and sales experience results in sufficient but not excessive supply of product is available as measured by out of stocks, short dated products, dumped stock. Stock levels are managed based on an awareness of the fluctuations in the business and reacting to these changes quickly• Demonstrates efficient use of current and new Bidfood systems to determine appropriate minimums and maximums and streamline the ordering processes• Assesses and approves requests for new products/ seasonal products and deletion of existing products• Displays a good understanding of food trends and requirements of customers

<p>Enter approved inwards goods</p>	<ul style="list-style-type: none"> • All approved dry, chilled and frozen inwards goods are accurately receipted into the system by the end of the day received • Back orders are allocated to be despatched • Any discrepancies are raised through the appropriate systems and evidence such as photos attached when raising these claims • Oversee the claims management process including timely follow-up when required • A sales and customer focus is used to ensure the Commercial Manager, warehouse team (dry store, freezer and chiller) and Account Managers receive effective communication (verbal, email and updating relevant systems) regarding expected goods ETA's and any issues
<p>Negotiate best possible price and delivery terms with suppliers</p>	<ul style="list-style-type: none"> • Effective supplier relationships and negotiations skills result in favourable price and delivery terms for Bidfood • Effective communication results in loyal suppliers who provide Bidfood with a priority service • Effective use of Bidfood tools and systems so that cost pricing and margin is carefully monitored, any discrepancies are investigated and resolved in a timely manner and the processes are transparent
<p>Assist the Commercial Manager with Margin Management</p>	<ul style="list-style-type: none"> • Price and delivery costs are continually negotiated to maximise margin • Effective liaison with suppliers results in opportunities for the branch to maximise buying opportunities
<p>Assist the Commercial and Administration Managers with systems development</p>	<ul style="list-style-type: none"> • Ensure the efficient utilisation of current and new Bidfood systems to order and streamline the ordering processes • Complete stock status for products • Enter new codes and manage product codes • Assist with the development and management of MyBidfood and supplier promotions • Paper trail weekly maintenance is accurately completed
<p>Assist the Commercial and Warehouse Managers with effective stock management of Dry, Chilled and Frozen goods inventory</p>	<ul style="list-style-type: none"> • Stock performance is reviewed regularly and plans implemented when results are below General Manager's expectations. This includes stock rationalisation, exclusive brands focus, slow moving line identification as measured by the monthly stock holding, stock turn and stock performance reports • An understanding of the Inwards goods and storage processes and the ability to help to streamline this process
<p>Develop and maintain excellent internal relationships</p>	<ul style="list-style-type: none"> • A strong working relationship is established and maintained with the Commercial, Administration and Warehouse Managers, the Sales team and all other their teams and they are up-dated as required re any issues with Inwards Goods including Buy In To Order products, availability and quality of products, new products
<p>Provide assistance in other areas as required</p>	<ul style="list-style-type: none"> • Complete delegated tasks and projects as agreed for example the annual Trade Show • Assist in other areas of the business including warehouse tasks
<p>Complies with Health and Safety at Work Act 2015, Food Safety (FSP) and other relevant legislation</p>	<ul style="list-style-type: none"> • Take all practical steps to ensure your own safety at work and the safety of other persons in the workplace • Ensure that you and all staff and or visitors are wearing the correct PPE • Ensure that all staff and or visitors are aware of all potential hazards

	<ul style="list-style-type: none"> • Ensure that all potential hazards are reported and that corrective measures are implemented • Ensure that all damages are reported and corrective measures are actioned immediately • Ensure that the Health & Safety Officer is advised of any new accidents, incidents or hazards immediately and report any additional health & safety concerns. • Staff are trained in the safe use of plant and equipment and adhere to all company policies and procedures including use of vehicles • Being fully conversant and compliant with company and department H&S and FSP procedures, policies and directives including cleaning schedules • Actively promoting safe work practices and compliance with FSP within department
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The organization 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.

PERSON SPECIFICATION PROCUREMENT MANAGER

	ESSENTIAL	DESIRABLE
Educational/Technical Qualifications	<ul style="list-style-type: none"> • Equivalent of NCEA Level 2 English and Maths 	<ul style="list-style-type: none"> • Relevant tertiary qualification
Work Experience	<ul style="list-style-type: none"> • Procurement or sales experience 	<ul style="list-style-type: none"> • Knowledge of the Southern Lakes hospitality industry
Interpersonal Skills	<ul style="list-style-type: none"> • Displays high level of energy, self motivation, goal orientation and the desire to achieve excellent results • Proven ability to negotiate ensuring the best outcomes for the business and long-term relationships with suppliers • Consistently portrays a positive impression and achieves desired outcomes by communicating effectively with a wide range of people despite language and other difficulties • Displays flexibility to meet the needs of the business • Prioritises tasks to meet deadlines to agreed standards whilst being flexible and adapting to changing demands • Remains calm, productive and focused in pressured situations achieving desired outcomes and maintaining positive relationships • Displays a high level of integrity, honesty and reliability resulting in effective internal and external relationships • Applies effective systems and checklists to ensure details are not overlooked • Displays a passion for learning and improving food product knowledge 	
Technical Skills	<ul style="list-style-type: none"> • Accurate data entry skills • Strong written English skills and solid understanding of email and associated programmes • Intermediate level knowledge of Excel 	<ul style="list-style-type: none"> • Familiarity with Real Time

Agreed by: Procurement Manager Name _____	
Procurement Manager Signature _____	Date _____
Commercial Manager _____	Date _____