

**Job Description:**

**Date:** May 2020

**Position:** Purchasing Specialist

**Reports to:** Purchasing Manager

---

**Company Vision**

“Partner of choice for Auckland’s foodservice”

**Mission**

Delivering Inspiration, innovation, creating culinary magic

**Company Values**

- Ownership –responsibility and accountability, we own it.
- Quality – in every thing we do, be the best.
- Care – about our people and customers
- People - people and team work drive our success
- Passionate – in all we do

**Overview**

The position’s primary responsibility is the management of Auckland South Stock, to ensure we have the right quantity of the right products in stock, at the right price, to enable great customer service and to maintain our competitiveness:

The Procurement department plays a key role in the success of the branch. Decisions made by the Procurement team impact directly on sales, profitability and operational effectiveness, underpinning some of the key performance measures of the branch.

**Responsibilities and Duties****1. Procurement**

- Ensure procurement decisions are taken with a view to achieving optimum stock levels, buying at the optimal price and balancing operational efficiency with customer service.
- Establish and maintain appropriate lines of communication with Operations and Sales teams providing accurate and up to date information on an ongoing basis.
- Analyse and understand market trends
- Actively seek cost savings in regular stock lines
- Plan and execute strategic procurement decisions, in consultation with the Purchasing Manager.

- Seek alternative suppliers for product lines where cost savings or a new range is required to meet customer demand.
- Ensure suppliers adhere to the standards set in Bidfood's Food Control Plan
- Build strong relationships with suppliers and gain a competitive advantage through negotiation and or delivering benefit to suppliers.

## **2. Inventory administration**

- Using available tools (including Houdini/Stock Track & Excel), ensure accurate inventory and pricing files within Bidfood's ER (Realtime)
- Monitor and review daily inwards goods, ensuring accuracy of receipting and stock records.
- Conduct regular reviews of the stock range identifying duplicate and slow moving stock lines, and identify appropriate action in consultation with Purchasing Manager.
- Ensure all pricing and system fields are updated in Real-time.
- Manage slow moving and problem stock, highlighting issues to the Sales Manager and ensuring initiatives to clear stock are completed.
- Ensure orders are placed in accordance with supplier requirements (minimum orders, lead times, cut off times etc)

## **3. General**

- Assist the Warehouse Manager and Inventory Controller in all aspects of the stocktake process
- Assist other staff with other sundry duties as directed by your manager
- Maintain a high standard of dress and grooming so as to represent a professional company image to visitors.
- Engage with internal and external customers with exceptional communication skills to strengthen the customer relationships
- Be a role model for the Bidfood values, culture and expected behaviours at all times.

### **Team Participation**

- Actively engage and support a team culture of collaboration
- Support and participate in team building and development opportunities
- Provide back up support for team members when required

### **Health & Safety**

Under current New Zealand Health and Safety legislation -Health and Safety at Work Act 2015, (HSWA 2015), you are obliged to;

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.

- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as they are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.
- Ensure that all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Supervisor/Manager or branch Health and Safety Coordinator.

### **Food Safety**

- Bidfood has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014 and other Food Safety requirements
- You are responsible for following Bidfood's Food Safety requirements under the FCP. Please see the Compliance Manager for a copy of the FCP.
- You must immediately report any irregularities or non-conformances using the standard operating procedure (SOP) defined in the Food Control Plan (FCP)

### **Key Performance Indicators - reviewed annually with Purchasing Manager**

- Ensure all agreed stock levels are achieved, target to be set by purchasing manager
- Number of product SKUs reached, target set by purchasing manager
- Minimum slow and dead lines of stock, target to be set by purchasing manager
- Continually promote and ensure exclusive brands have a place in our range, target of 20% of total sales
- Receipting accuracy 100%
- Papertrail queues are cleared daily

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.

-----  
Employee signature

-----  
Date