**Schedule B**

**Job Description**

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**Position** Junior Purchasing Assistant

**Reports to**  Purchasing Manager / Assistant General Manager

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**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 maintain accurate stock levels and working with other staff to establish these levels.

**Functional Relationships**

* General Manager, All Heads of Departments, Accounts Payable, Sales, Suppliers

**Key Responsibilities**

### Purchasing

* Aim to achieve optimum stock levels – zero out of stocks of A & B lines but ensure that stock levels do not exceed maximum requirement levels
* Work with other staff to establish these optimum levels and ensure they are regularly updated in the product files
* Maintain the price vendor file
* Work closely with the stock controller to ensure preferred supplier lists are maintained
* Be aware that company cash resources must be utilised effectively – cash is precious and must not be tied up in excessive levels of slow moving stock.

### Cost Effective Purchasing

* Actively seek cost savings in regular stock lines
* Review product range – recommend removal of duplicates, slow sellers
* Review supplier base to remove duplicates
* Review Bidfood New Zealand Ltd Purchasing policy and be willing to offer suggestions on improvements to your manager
* Assist team members with difficult or important customers
* Negotiate with suppliers to ensure the best possible financial outcome for the business

Stock Control

* Perform investigations to locate stock unable to be found by Stock Controller, Nightshift or Day-shift Store persons.
* Complete any necessary stock adjustments or file maintenance concerning stock levels or locations.
* Liaise with Warehouse and Nightshift Managers regarding missing or dumped stock.
* Peruse the Inventory Performance Report monthly.
* Conduct regular rolling stock-takes for all products. Investigate all stock variances. Report on variances and results to Management.
* In conjunction with Operations Manager organise full annual stock-take at each Warehouse. (The frequency of full stock-takes may vary at the discretion of the Branch Manager.)
* Identify areas for operational improvement and modification of existing stock handling and reporting systems taking into account the whole stock process. Implement and communicate change when necessary.

### General

* Maintain Supplier records for quick reference
* Effectively follow complaints procedures; follow ups, returns, credits and recording etc
* follow complaint procedures as per purchasing manual
* 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
* Participate in stock-takes
* Assist the Stock Controller with identification and correct receipting of inwards goods to ensure company stock records are maintained accurately
* Assist with preparation of brochures by contributing to pricing input and stock sourcing
* Be polite to Suppliers at all times
* 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.

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
* As per your Employment Agreement, ensure that you observe Company policies on personal hygiene, wounds and infectious illnesses.
* Adhere to ALL relevant Food Safety procedures and processes as indicated by the Company’s Food Safety Program

Health and Safety

* 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.
* Ensure that the Safety Officer is advised of any new accidents, incidents or hazards identified immediately.
* Report any health and safety concerns to the Safety Officer.

## Key Performance Indicators

* Compliance with food safety requirements
* Continuity of Health and Safety checks and training
* Perceptions of teamwork by other staff with functional relationships
* Contribution to achievement of goals within overall Company
* Stock turn
* Stock level ($)
* Expired stock ($)
* Number of SKUs
* Slow moving stock (# and % of SKUs and $ stock holding)
* Out of stocks
* Shading ($ and % v budget)
* Ensure company policies are followed
* Maintain appropriate work and dress standards