

Job Description:

Date: April 2025

Position: Procurement Manager

Reports to: General 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 to provide specialist purchasing oversight to ensure the range is performing to succeed, and aligns to company values. The role will inform and support the purchasing team in realising the positive growth of sales, profitability and operational effectiveness, understanding that the purchasing team plays a key role in the success and profitability of the branch.

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Functional Relationships

Sales and Account Managers, Customer Sales Representatives, Warehouse Managers and Stock Controllers. Support Office procurement team.

Responsibilities and Duties

Specialist Procurement

- In collaboration with the Purchasing Manager ensure procurement decisions are taken to achieve optimum stock levels, balancing operational efficiency with customer service
- Maintain strong and effective supplier relationships to optimise purchasing opportunities that support innovation and the delivery of culinary magic
- Provide experience and insight into the inventory management process within the branch, overseeing the following processes
 - Rationalisation program is maintained to ensure stock is creating profitability
 - Inventory housekeeping , status management and data integrity is maintained
 - Slow moving stock
 - High cover/excess stock
 - N lines
 - RFC's
 - Oversee claims and credit processes
 - Exclusive brand programme
 - MOS
 - B-lines
 - Review E lines
- Ensure the branch is buying at the optimal price at all times
- Facilitate excellent communication with the Operations and Sales teams, providing accurate and up to date information on stock movements
- Plan and execute strategic procurement decisions, in consultation with the branch General Manager

Inventory administration

- Using available tools (including Houdini/Stock Track and Excel), ensure Purchasing is maintaining accurate inventory and pricing files within Bidfood's ERP (Realtime)
- Ensure accuracy of receipting of inwards goods and stock records though periodic in-depth analysis
- Conduct regular reviews of product range to identify duplicate and slow moving stock lines and decide on an appropriate course of action in consultation with Sales Managers
- Undertake the duties of the Purchasing Manager if needed through absence or vacancy.

General

- Assist the Operations Manager and Stock Controllers in all aspects of the stocktake process
- Follow all company policies including those related to Food Safety and Health & Safety
- 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.

Health & Safety

Under the Health and Safety at Work Act 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 you 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 branch Food Safety coordinator for a copy of the FCP.
- You must immediately report irregularities or non-conformances using the standard operating procedure defined in the FCP.

Key Performance Indicators (to be reviewed annually)

- Each Category is reviewed at least annually with the fastest movers twice annually to ensure sales maintain ranging decisions
- N Lines to maintain less than \$200k in SOH
- All vendor claims are managed to be no greater than 1 mth old
- Number of SKUs – Current Target 5,500
- Slow moving stock – Current Target 900 SKUs and 6% of \$SOH.
- Grow Exclusive brands by defined amount.

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: _____