



## INVENTORY AND PROCUREMENT COORDINATOR POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Inventory and Procurement Coordinator</b>
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### POSITION AUTHORISATION:

<b>INCUMBENT:</b>	New Position	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	Shared Services Manager	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	Chief Financial Officer	..... (Signature)	..... (Date)

### POSITION DEMOGRAPHICS:

<b>Business Group/Division</b>	Procurement
<b>Reports Directly to:</b>	Shared Services Manager
<b>Reports Indirectly to:</b>	Chief Financial Officer
<b>Subordinates:</b>	Supply Officers
<b>Team membership:</b>	Finance & Administration (Supply Chain)
<b>Work Site:</b>	Mulgrave Mill Store
<b>Job Status:</b>	Permanent - Full time, salaried position
<b>Qualifications / Experience:</b>	Previous experience in a procurement or leadership role

### POSITION PURPOSE:

The role of the Inventory and Procurement Coordinator is to implement and maintain standardisation of inventory items and processes at all procurement sites across the group, and to provide leadership to the procurement officers at each site. The role will develop and execute change activity plans for approved procurement change initiatives. The role is pivotal in the proficient provision of procurement services to the MSF Sugar group.

### AUTHORITY TO ACT

**Purchasing:** As per the Delegations of Authority Policy

**Finance/Administration:** Ledger Costing, Maintain inventory items

**Correspondence:** Suppliers, Employees

**Employee Relations:** Recommend Leave Applications, Performance Management

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**Compliance:**

- Comply with accounting standards
- Workplace health and safety
- External audit / tax advisers.
- Internal audit

**Strategic Decisions:**

- Best practice management of procurement functions
- Creation of efficiencies through process improvements and management of inventories.

**KEY RELATIONSHIPS (Internal & External)**

The key relationships will be with the following:

- Vendor and Contract Coordinator
- Systems Accountant
- Engineering Managers
- Business Analysts
- Suppliers
- Mill and Plantation Managers

Additional relationships

- Work Execution Superintendents & Supervisors
- Production Managers
- Accounts Payable Officer
- Internal Auditors

**KEY RESULT AREAS**

Areas	Elements
<b>Change management and continuous improvement</b>	<ul style="list-style-type: none"> <li>• Understand Best Practice Procurement change strategies, identifying interdependencies across the procurement function and wider business and potential implications of approved change initiatives.</li> <li>• Develop and implement change activity plans for approved procurement change initiatives.</li> <li>• Support stakeholder understanding of change activities and their role in delivering the end outcome.</li> <li>• Contribute to the maintenance of a mature suite of standard approaches and tools to support all key procurement activities, reflective of any process changes arising from new initiatives.</li> </ul>
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>• Oversee all purchasing processes, maintaining operational standards, ensuring compliance with group policies and implementation of change activities.</li> <li>• Provide training and support to requisitioners and requisition approvers in procurement policy, systems and accounting policies.</li> </ul>
<b>Inventory management</b>	<ul style="list-style-type: none"> <li>• Audit Accounts Payable master file additions/changes.</li> <li>• Maintain the inventory database for all sites to ensure standardisation of</li> </ul>

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Areas	Elements
<b>Stocktaking</b>	<ul style="list-style-type: none"> <li>inventor and allow for effective inventory management practices.</li> <li>• Monitor stock levels at all sites in conjunction with site supply officers ensuring stock levels are appropriate and synergies are identified.</li> <li>• Approve all inventory adjustments and write offs.</li> </ul>
<b>Team leadership</b>	<ul style="list-style-type: none"> <li>• Ensure stocktakes are conducted in accordance with accounting requirements and providing analysis on write offs and adjustments.</li> <li>• Manage and co-ordinate procurement staff ensuring optimum use of resources.</li> <li>• Provide support to ensure all site supply officers are able to effectively manage their inventories and are adhering to procurement policy, accounting policies and system requirements.</li> </ul>
<b>Stakeholder management</b>	<ul style="list-style-type: none"> <li>• Sound working relationships with internal and external stakeholders.</li> <li>• Ensure internal customers are aware of available services, how to access and use them and their obligations.</li> <li>• Provision of sound and timely procurement advice to internal customers.</li> <li>• Effectively participate in meetings/communications and workshops with internal and external stakeholders in order to achieve a positive outcome.</li> <li>• Achieve a high level of customer satisfaction, with any customer issues resolved in a timely manner.</li> </ul>
<b>Risk management</b>	<ul style="list-style-type: none"> <li>• Ensure safe work areas and work practices in procurement areas</li> <li>• Ensure financial, legal, occupational health and safety and environmental risk is minimised.</li> </ul>

### SKILL REQUIREMENT

Skill Category	Skills
<b>Enabling Skills</b>	Keyboard skills Microsoft Word, Excel and Outlook operation Accounting Software operation including report writing
<b>Essential Skills</b>	Team leadership Change management Problem solving - investigation, analysis and decisiveness Manage multiple tasks, set priorities and achieve tight deadlines Compliance with legislation, policies and procedures Attention to detail Communication Ability to enlist co-operation Handle conflict
<b>Desirable Skills</b>	Experience with SAP

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Prepared By: Shared Services Manager	Date:	Document Number:	Electronic File & Path:			
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### **GENERAL**

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of MSF Sugar and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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