



VENDOR AND CONTRACT COORDINATOR POSITION DESCRIPTION

POSITION TITLE:	Vendor and Contract Coordinator
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POSITION AUTHORISATION:

INCUMBENT:	New Position (Signature) (Date)
PREPARED BY:	Shared Services Manager (Signature) (Date)
APPROVED BY:	Chief Financial Officer (Signature) (Date)

POSITION DEMOGRAPHICS:

Business Group/Division	Procurement
Reports Directly to:	Shared Services Manager
Reports Indirectly to:	Chief Financial Officer
Subordinates:	NA
Team membership:	Finance & Administration (Supply Chain)
Work Site:	Mulgrave Mill Administration Office
Job Status:	Permanent - Full time, salaried position
Qualifications / Experience:	2-5 years' experience in a similar role. Business degree majoring in supply and logistics advantageous.

POSITION PURPOSE:

The role of the Vendor and Contract Coordinator is to ensure appropriate vendor arrangements are in place to support an efficient purchasing system. This includes establishing and maintaining preferred supplier agreements and contracts to deliver cost savings to the group, monitoring supplier performance and acting as a key liaison between operations and suppliers. This role will also work with business units to develop and manage the strategic fleet requirements. The role is pivotal in the cost effective and proficient procurement of goods and services to the MSF Sugar group.

AUTHORITY TO ACT

Purchasing: As per the Delegations of Authority Policy

Finance/Administration: Recommend supplier contracts and preferred supplier arrangements, maintain vendors

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Correspondence: Suppliers, Employees

Compliance:

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

Strategic Decisions:

- Best practice management of vendor arrangements and pricing

KEY RELATIONSHIPS (Internal & External)

The key relationships will be with the following:

- Inventory and Procurement Coordinator
- Systems Accountant
- Legal Team
- 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
Vendor and contract management	<ul style="list-style-type: none"> • Ensure MSF Sugar has appropriate vendor arrangements and best available pricing. • Undertake strategic analysis, including research into suppliers, markets and product and service categories, to inform and develop commercial strategy and sourcing plans. • Advise on policy and procedures covering the selection of suppliers, tendering, and procurement. • Analyse data to determine which goods and services should be on contract, preferred supplier arrangements or other purchasing arrangements. • Negotiate pricing and contracts, in conjunction with other MSF Sugar stakeholders. • As part of a wider technical, commercial and legal team assist in preparation of tender and evaluation documentation, including clarification of specification for products and services and drafting contracts and technical schedules, and developing acceptance procedures and criteria.

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Areas	Elements
Fleet Management	<ul style="list-style-type: none"> • Manage the tender, evaluation and acquisition process with expert assistance as required. • Administer and manage supplier agreements including establishing KPIs and monitoring and reporting on supplier performance and initiating corrective actions. • Establish and maintain a system to prequalify vendors. • Report on the progress of vendor management strategies and the cost savings derived from these strategies. • Act as a key liaison for vendors and MSF Sugar operational teams. • Ensure vendors comply with MSF Sugar policies including safety and site security. • Maintain updated vendor pricing in procurement system. • Maintain vendor database in accounting system. • Maintain vendor database for site security and inductions.
Risk Management	<ul style="list-style-type: none"> • Work with business units to develop and manage the strategic fleet requirements for all MSF Sugar vehicles including farm equipment. • Provide analysis of procurement options. • Achieve improved utilisation over the life of the vehicle and in determining overall fleet requirements. • Establishment and monitoring of service agreements.
Risk Management	<ul style="list-style-type: none"> • Ensure financial, legal, occupational health and safety and environmental risk is minimised.

SKILL REQUIREMENT

Skill Category	Skills
Enabling Skills	Keyboard skills Microsoft Word, Excel and Outlook operation Accounting Software operation including report writing Experience
Essential Skills	Analytical skills Commercial skills Negotiation skills Problem solving - investigation, analysis and decisiveness Performance monitoring Compliance with legislation Compliance with policies and procedures Planning – prioritising Attention to detail Auditing Communication

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Desirable Skills	Ability to enlist co-operation Self-organised Reliability Team worker Experience with SAP
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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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