



MSF Sugar Pty Ltd is an integrated grower, processor, marketer and exporter of raw sugar. We are Australia's largest sugarcane farmer, second largest raw sugar exporter and third largest miller. MSF Sugar has a 124 year heritage in Australia and a future which centres on being an efficient, reliable, high quality supplier of sugar to international markets.

Vendor and Contract Specialist ***(Readvertised)***

Applications are invited for the position of Vendor and Contract Specialist/Coordinator to join the MSF Sugar team. This is a fulltime, salary position, located at our Corporate Office in Gordonvale, which is approximately 20km south of Cairns.

A key objective of this newly created role will be to drive efficiencies and optimise value in the sourcing of goods and services across the MSF Sugar group. Responsibilities include:

- Analysing data to identify opportunities for improved pricing and sourcing strategies;
- Negotiating supplier agreements, including managing the tender process;
- Developing and implementing contract management plans to monitor supplier performance and resolve issues;
- Acting as a key liaison between operations and suppliers, building relationships; and
- Working with business units to develop and manage the group's strategic fleet requirements, including farm equipment.

This role would suit a highly organised individual with exceptional commercial or analytical skills and previous experience negotiating high value and complex contracts. A degree in business or supply and logistics would be advantageous.

MSF Sugar offers a supportive and positive team environment. This is an exciting opportunity to be part of a major player in Australian agribusiness.

Applicants may be required to undergo pre-employment medical and drug and alcohol testing.

Further information can be found on our website or by contacting:

Rachel O'Sullivan – Shared Services Manager

Phone: 0417 703 668

Email: RachelO'Sullivan@msfsugar.com.au

To apply, click 'Apply for this job' via SEEK.

Applications close on **Friday, 18th January 2019**.



POSITION DESCRIPTION

POSITION TITLE:	Vendor and Contract Coordinator
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POSITION AUTHORISATION

INCUMBENT:	<i>New Position</i>	<div style="text-align: right;">..... (Signature)</div>	<div style="text-align: right;">..... (Date)</div>
PREPARED BY:	Shared Services Manager	<div style="text-align: right;">..... (Signature)</div>	<div style="text-align: right;">..... (Date)</div>
APPROVED BY:	Chief Financial Officer	<div style="text-align: right;">..... (Signature)</div>	<div style="text-align: right;">..... (Date)</div>

POSITION DEMOGRAPHICS

Business Group/Division:	Procurement
Reports Directly to:	Shared Services Manager
Reports Indirectly to:	Chief Financial Officer
Subordinates:	N/A
Team Membership:	Finance and Administration (Supply Chain)
Work Site:	Corporate Office – Mulgrave Mill
Job Status:	Permanent, Fulltime – Salaried Position
Qualifications/Experience:	3-5 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

In accordance with the company Delegations of Authority policy.

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
- Safety and Environment Managers and Officers

Additional relationships:

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

KEY RESULT AREAS

Areas	Elements
Safety and Environment	<ul style="list-style-type: none">• Participate in safety discussions, training and initiatives• 100% of WH&S audits completed.• Ensure vendors to comply with MSF Sugar policies.
Controllable Costs	<ul style="list-style-type: none">• Ensure MSF Sugar has appropriate vendor arrangements and best available pricing, including the identification of opportunities for group pricing.
Vendor and Contract Strategy and Management	<ul style="list-style-type: none">• Develop and implement commercial strategy and sourcing plans through strategic analysis, including research into suppliers, markets, product, and service categories.• Develop and implement policies and procedures covering the selection of suppliers, tendering, and contractor management.• 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.• Manage the tender, evaluation and acquisition process with expert assistance as required.• Establish and maintain a system to prequalify vendors.• Administer and manage supplier agreements including establishing KPIs

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	<p>and monitoring and reporting on supplier performance and initiating corrective actions.</p> <ul style="list-style-type: none"> • 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. • Maintain updated vendor pricing in procurement system. • Maintain vendor database in accounting system. • Maintain vendor database for site security and inductions.
Fleet 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. • 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

Areas	Elements
Enabling Skills	<ul style="list-style-type: none"> • Keyboard skills. • Microsoft Word, Excel and Outlook operation. • Accounting Software operation including report writing experience.
Essential Skills	<ul style="list-style-type: none"> • Analytical skills. • Commercial skills. • Negotiation skills. • Communication and relationship building. • Problem solving - investigation, analysis and decisiveness. • Performance monitoring. • Compliance with legislation, policies and procedures. • Planning – prioritising. • Ability to enlist co-operation. • Self-motivating.
Desirable Skills	<ul style="list-style-type: none"> • Experience with SAP.

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.