



Inventory and Procurement Coordinator

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.

We are looking for a highly motivated and experienced Inventory and Procurement Coordinator to develop, implement and maintain best practice management of our inventory and procurement processes. Reporting to the Shared Services Manager, this role provides leadership and support to the procurement teams located in the Gordonvale, Atherton Tablelands, South Johnstone and Maryborough regions. Some travel may be required.

Key responsibilities include:

- Supervision and leadership of the procurement teams
- Champion the implementation of SAP system
- Identify and implement improvements to procurement processes
- Inventory management including identification of obsolete stock and determining appropriate holdings
- Manage safety and environmental risks within the stores areas
- Lead the implementation of the procurement strategic plan

The successful candidate will possess:

- 2-5 years commercial experience in similar role
- Demonstrated ability to inspire and lead a team to achieve objectives
- Track record of successful change management
- Demonstrated ability in ERP systems. SAP experience will be highly regarded
- A natural ability to develop outstanding relationships with internal customers
- Be committed to setting and adhering to standards with an eye for detail
- A degree in supply and logistics would be advantageous

This is a full time, salary position, located at our Mulgrave Mill corporate office in Gordonvale, 20km south of Cairns.

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 are required to undergo pre-employment medical and drug and alcohol testing.

Further details including the position description for this role are available on our website, or by contacting:

Rachel O'Sullivan – Shared Services Manager

Phone: 0417 703 668

Email: rachelo@sulivan@msfsugar.com.au

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

Applications close on **20th May 2019**.

POSITION DESCRIPTION

POSITION TITLE:	Inventory and Procurement Coordinator
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POSITION AUTHORISATION

INCUMBENT:	TBA	<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:	Supply Officers
Team Membership:	Finance & Administration (Supply Chain)
Work Site:	Mulgrave Mill Store
Job Status:	Permanent – Fulltime Salaried position
Qualifications/Experience:	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

In accordance with the company Delegations of Authority policy.

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 include:

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

KEY RESULT AREAS

Areas	Elements
Change Management and Continuous Improvement	<ul style="list-style-type: none">• Understand Best Practice Procurement change strategies, identifying interdependencies across the procurement function and wider business and potential implications of approved change initiatives.• Develop and implement change activity plans for approved procurement change initiatives.• Support stakeholder understanding of change activities and their role in delivering the end outcome.• 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.
Purchasing	<ul style="list-style-type: none">• Oversee all purchasing processes, maintaining operational standards, ensuring compliance with group policies and implementation of change activities.• Provide training and support to requisitioners and requisition approvers in procurement policy, systems and accounting policies.
Inventory Management	<ul style="list-style-type: none">• Audit Accounts Payable master file additions/changes.• Maintain the inventory database for all sites to ensure standardisation of inventor and allow for effective inventory management practices.• Monitor stock levels at all sites in conjunction with site supply officers ensuring stock levels are appropriate and synergies are identified.• Approve all inventory adjustments and write offs.
Stocktaking	<ul style="list-style-type: none">• Ensure stocktakes are conducted in accordance with accounting requirements and providing analysis on write offs and adjustments.

POSITION DESCRIPTION

<p>Team Leadership</p>	<ul style="list-style-type: none"> • Manage and co-ordinate procurement staff ensuring optimum use of resources. • 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.
<p>Stakeholder Management</p>	<ul style="list-style-type: none"> • Sound working relationships with internal and external stakeholders. • Ensure internal customers are aware of available services, how to access and use them and their obligations. • Provision of sound and timely procurement advice to internal customers. • Effectively participate in meetings/communications and workshops with internal and external stakeholders in order to achieve a positive outcome. • Achieve a high level of customer satisfaction, with any customer issues resolved in a timely manner.
<p>Risk Management</p>	<ul style="list-style-type: none"> • Ensure safe work areas and work practices in procurement areas • Ensure financial, legal, occupational health and safety and environmental risk is minimised.

SKILL REQUIREMENT

<p>Areas</p>	<p>Elements</p>
<p>Enabling Skills</p>	<ul style="list-style-type: none"> • Keyboard skills • Microsoft Word, Excel and Outlook operation • Accounting Software operation including report writing
<p>Essential Skills</p>	<ul style="list-style-type: none"> • 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
<p>Desirable Skills</p>	<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.