



## Position Vacant

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.

### ***Supply Officer Maryborough Mill***

Applications are invited for the position of Supply Officer to join the MSF Sugar team.

This is a fulltime salary position, located at our Maryborough Mill, which is located approximately three (3) hours north of Brisbane and only a 30 minutes' drive from Hervey Bay.

This role includes ongoing materials procurement, handling, delivery, storage and inventory management. Responsibility for the timely and accurate processing and reporting of Purchasing requirements and Inventory movements at the Maryborough Mill, in accordance with company policies, procedures and standards are

This role would suit a self-motivated, methodical and organised individual with attention to detail and excellent communication skills. Previous experience in a similar role is essential. Experience with ERP, Computerised Maintenance Management System (CMMS) or SAP software systems 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 will be required to undergo pre-employment drug and alcohol testing, and some positions may also require a medical assessment.

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

**Corinna Moss – Inventory and Purchasing Coordinator**

Email: [corinnamoss@msfsugar.com.au](mailto:corinnamoss@msfsugar.com.au)

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

Applications close on **6<sup>th</sup> September 2019**.



**Position Description**

<b>Position Title:</b>	<b>Supply Officer – Maryborough Mill</b>
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**POSITION AUTHORISATION**

<b>Incumbent:</b>		..... (Signature)	..... (Date)
<b>Prepared By:</b>	Inventory & Procurement Coordinator	..... (Signature)	..... (Date)
<b>Approved By:</b>	Chief Financial Officer	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS**

<b>Business Group / Division:</b>	Shared Services
<b>Reports Directly To:</b>	Inventory and Procurement Coordinator
<b>Reports Indirectly To:</b>	Shared Services Manager
<b>Subordinates:</b>	Nil
<b>Team Membership:</b>	Shared Services / Maryborough Mill
<b>Work Site:</b>	Maryborough Mill Store
<b>Job Status:</b>	Permanent – Fulltime
<b>Qualifications / Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work safely</li> <li>• Purchasing / Store experience</li> <li>• Experience with ERP, Computerised Maintenance Management System (CMMS) software</li> <li>• Current Forklift ticket (desirable but not essential)</li> <li>• Current Dogman ticket (desirable but not essential)</li> </ul>

**POSITION PURPOSE**

To ensure factory staff and workers are provided logistics support, and to ensure the efficient operation of the procurement and inventory control functions to meet site operational requirements.

**AUTHORITY TO ACT**

In accordance with the company Delegations of Authority policy.



# Position Description

**KEY RELATIONSHIPS**  
**(Internal & External)**

The position of the Supply Officer is required to establish and maintain good working relationships with all of the Site Engineers and Work Execution Superintendents. Additional relationships are to be established with:

- Safety & Environment Advisor
- Administration staff
- Factory staff
- Farm staff
- Suppliers
- Transport Companies
- Procurement Personnel across the group

**KEY RESULT AREAS**

Areas	Elements
<b>Safety Compliance</b>	<ul style="list-style-type: none"> <li>• Participate in safety discussions, training and initiatives and attend Tool box meetings held regularly.</li> <li>• Environmental issues well managed and all employees given awareness.</li> <li>• Ensure couriers comply with MSF Sugar policies and procedures.</li> <li>• 100% of WH&amp;S audits completed.</li> <li>• 100% Compliance with MSF Golden Rules.</li> </ul>
<b>Purchasing</b>	<ul style="list-style-type: none"> <li>• Ensure transport arrangements are efficient and timely, utilising contracted providers where possible.</li> <li>• Ensure that stock products are sourced under contract, within contracted terms.</li> <li>• Ensure supplier Invoices / Delivery Dockets are aligned with Purchase Order Pricing.</li> <li>• Develop and maintain a strong working relationship with internal customers and external suppliers.</li> <li>• Negotiate with suppliers to maximise cost benefits without compromising internal customer requirements.</li> <li>• Processing orders accurately and on time.</li> <li>• Receiving orders and ensuring accuracy of deliveries.</li> <li>• Managing short and over supply on orders.</li> <li>• Organising town run.</li> <li>• Develop and maintain a strong working relationship with accounts payable section.</li> </ul>
<b>Factory Performance</b>	<ul style="list-style-type: none"> <li>• Contribute towards maintaining the level of consumables to maintain the Factory operations. Certain consumables are critical to the ongoing operation of the factory (e.g. oils, fuel and gas. Ongoing monitoring and timely sourcing are essential).</li> </ul>
<b>Stocktakes</b>	<ul style="list-style-type: none"> <li>• Perform stocktaking and cyclic counts in order to fulfil yearly audit requirements.</li> </ul>
<b>Stock Transactions</b>	<ul style="list-style-type: none"> <li>• Enter all issues and receipts into Finance1 in a timely manner to ensure stock levels on hand are accurate.</li> </ul>
<b>Store Keeping</b>	<ul style="list-style-type: none"> <li>• Ensure all stock items are correctly recorded/valued and easily located.</li> </ul>

## Position Description

### **SKILL REQUIREMENT**

Areas	Elements
<b>Enabling Skills</b>	<ul style="list-style-type: none"> <li>• Keyboard skills</li> <li>• Proficient skills with Microsoft Word, Excel and Outlook operation</li> <li>• Basic report writing</li> <li>• Accounting Software Operation</li> </ul>
<b>Essential Skills</b>	<ul style="list-style-type: none"> <li>• Good Communication</li> <li>• Problem solving - investigation, analysis and decisiveness</li> <li>• Performance monitoring</li> <li>• Detail orientated</li> <li>• Compliance with legislation - policies and procedures</li> <li>• Planning – prioritising</li> <li>• Time Management</li> <li>• Controlling, Monitoring, Reviewing</li> <li>• Team Worker</li> </ul>
<b>Desirable Skills</b>	<ul style="list-style-type: none"> <li>• Persistent</li> <li>• Flexible</li> <li>• Self-motivated</li> <li>• Ability to enlist co-operation.</li> <li>• Self-organised</li> <li>• Reliability</li> <li>• Conflict resolution skills</li> </ul>

### **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.