



POSITION DESCRIPTION

Position title: Purchasing and Inventory Supervisor

Department: Operations

Reporting to: Logistics Manager

Supervises: Casualls when required
Storepersons in Logistic Managers absence

Employment type: Full Time

Classification: Level 2.2
Higher Education Industry – General Staff Award 2010

Conditions: 38 hours per week;
May include some weekends and nights as dictated by business requirements;
Eligible for Laundry Allowance

Purpose

The purpose of the position is to perform the administrative, supervisory and physical duties of the Purchasing and Inventory Department as they pertain to the warehouse; meet market demands; meet department stands; adhere to department policies and procedures.

The scope of the role shall encompass all aspects of inventory control including, but not limited to, purchasing, receiving, transfers, stores, stocktake and customer service.

POSITION ACCOUNTABILITY STATEMENTS (PAS)		
Key Result Areas	Key Tasks	Key Performance Indicators
Product Management and Warehouse Duties	Receiving all relevant goods for USU Monitoring goods received to ensure that they meet the USU's stated goods specifications and match with original PO and/or template requirements Perform suitable measurement as set out in HACCP procedures Rotating stock using the First in First Out method Picking and transferring of stock to and between specific locations Ensuring that loading dock, storerooms, cool rooms and offices are kept clean, tidy and secure at all times	Competency and attention to detail Accuracy during picking within a timely manner No product is out of date upon rotation during FIFO method

	<p>Ensuring equipment is used correctly, maintained and secured, including charging the forklift and filling it up with water as required</p> <p>Counting, processing and reporting on anomalies following cyclic stocktake</p> <p>Any other Warehousing related duties as required by Manager</p>	
Driving and Delivering Stock to USU Outlets	<p>Pick orders and deliver using refrigerated vehicle provided by USU</p> <p>Complete appropriate HACCP paperwork while performing deliveries</p> <p>Maintain vehicle logs and report any vehicle/refrigerator issues or damages</p> <p>Fill up vehicle with fuel as required using provided USU fuel card</p> <p>Keep vehicle clean and tidy inside</p>	<p>100% accuracy and attention to detail</p> <p>Accuracy of delivered/picked orders to Outlets</p> <p>Ensure USU vehicle is properly and safely maintained at all times</p>
People Relations	<p>Ensure common courtesy in dealings with internal and external customers</p> <p>Dealing directly with drivers daily for anomalies and reporting any discrepancies</p> <p>Liaising with internal customers to meet expectations and convey information</p> <p>Ensure that internal customer needs are met in a timely manner</p>	<p>100% positive internal and external customer feedback</p> <p>Nil complaints from stakeholders</p>
Administration	<p>Undertaking administrative tasks such as answering telephone, e-mail, printing and filing</p> <p>Placing product order using the accepted ICT method or in person with a supplier representative if required</p> <p>Daily coding of invoices, processing of transfers and matching of documents to PO, template or requisition</p> <p>HACCP measurement and document recording for all relevant stock items</p> <p>Pick, pack, process and distribute Online Store Orders through eParcel within 2 days of order received</p>	<p>100% accuracy and attention to detail</p> <p>Ensure paperwork is filled accurately and on time</p> <p>Online store orders received by customer in timely manner with minimal complaints</p>

<p>Work Health & Safety (WHS) Leadership</p>	<p>Ensure all work is conducted in a safe manner</p> <p>All WHS policies, procedures and instructions are complied with</p> <p>All incidents and hazards are reported immediately to Manager and People & Culture Department</p> <p>Ensure the correct usage and maintenance of safety devices and personal protective equipment</p>	<p>All incidents and hazards reported immediately</p> <p>All WHS instructions, policies and procedures complied with</p> <p>Incidents are investigated and appropriate documentation is immediately forwarded to People & Culture</p> <p>All HACCP/Food Safety program requirements complied with</p>
<p>Demonstrate commitment to the department and USU as a whole</p>	<p>Shows a willingness to assist others – both within own department and in other areas</p> <p>Forthcoming with ideas</p> <p>Performs other reasonable duties as requested by Supervisor</p> <p>Interacts with team and other stakeholders in a professional, respectful, polite and courteous manner</p>	<p>Responsive to requests</p> <p>Willing to assist in times when the area is short staffed</p> <p>Attends and interacts constructively at meetings</p> <p>Takes an interest in the challenges faced and contributes ideas/suggestions to make improvements</p> <p>All interactions are professional, respectful, polite and courteous</p>

Essential Criteria

- 2+ years' previous experience in a high paced environment or similar role
- Excellent written and oral communication skills
- High degree of literacy and numeracy skills
- Good attention to detail
- Effective problem solving and organisational skills
- Ability to work autonomously and as part of a team within a pressured environment
- Basic to intermediate computer literacy skills (particularly MS Word and Excel)
- Able to physically lift up to 15kg
- Able to manoeuvre up to 25 kgs
- Current driver's licence
- Current forklift licence

Desirable Criteria

- Previous experience with a computerised stock management system
- Background in Retail and/or Food & Beverage industry or environment
- Knowledge of and commitment to HACCP and Work Health and Safety Regulations

Physical Requirements

Required frequently: standing, walking, bending, reaching, squatting, driving, lifting above shoulder height, lifting up to 15 kilograms

Compiled by: Operations Manager - Retail Date: November 2018

Authorised by: People & Culture Business Partner Date: November 2018

Current Employee Signature: _____ Date: _____