

Position Description

Tradextra Ltd

Purchasing Coordinator

July 2021

This document is subject to review from time to time

Section A

Position:	Purchasing Coordinator
Reports to:	Managing Director
Direct Reports:	Nil
Location:	Warkworth, North Auckland Region

Section B

Position Objective: The Purchasing Coordinator is an autonomous role that is responsible for supplier negotiation, product purchasing, stock control and transport, in conjunction with the Managing Director. This role will ensure sufficient stocks are on hand and are well managed, and in doing so assist the company to supply the best possible products, delivery and service to their customers.

Functional Relationships:

Internally

- Purchasing
- Warehouse
- Operations
- Sales
- Supply Chain
- Store Persons
- Transport
- Administration

Externally

- Suppliers
- Distributors
- Transport
- Freight Forwarders
- Customers

Nature and Scope:

Tradextra Ltd is a leading specialist in the supply of consumable products and equipment to the painting and building trades, and in particular, the trade painting contractor who looks for advice and the right product delivered on time. Based in Warkworth North Auckland, they have been supplying quality trade related products since 2006. Their team of 14 has successfully contributed to the growth of this business by displaying integrity and reliability, friendly service, and by being continually in contact with their customers. Wholesale prices ensure they are competitive on price and prompt freight ensures their extensive product range is accessible to the painting and decorating trades.

Limitation of Authority

As per agreed delegations.

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Section C – Key Tasks and Specific Accountabilities

1 Product Purchasing Systems

The Purchasing Coordinator is responsible for ensuring product purchase systems, and planning, operate accurately and efficiently, in support of sales.

Expected Results

- (a) Ensure forecasted materials and key items are ordered and available as planned
- (b) Create purchasing plans that provide the best outcome for customers
- (c) Raise purchase orders to meet ERP plans
- (d) Raise purchase orders for miscellaneous purchases and equipment
- (e) Reconcile purchase orders with supply quantities and invoices
- (f) Identify and recommend cost savings
- (g) Recommend and implement purchasing policies and procedures
- (h) Prepare accurate and timely reports

2 Supplier Management

The Purchasing Coordinator is responsible for managing supplier relationships, supplier agreements and performance alongside the Managing Director.

Expected Results

- (a) Research and identify potential new suppliers
- (b) Develop relationships with suppliers that build goodwill
- (c) Assess and select suppliers based on their ability to meet specific requirements for design, performance, price and delivery
- (d) Ensure goods and services are obtained in accordance with specified requirements to maintain quality, quantity, delivery date and best price
- (e) Manage supplier tenders and negotiate supplier agreements in conjunction with the Purchasing Manager
- (f) Keep an accurate history of supplier costs, delivery and performance
- (g) Ensure supplier forecasts are created and forwarded to the supplier
- (h) Complete scheduled supplier audits
- (i) Identify and recommend cost savings of materials
- (j) Recommend and implement purchasing policies and procedures

3 Stock Control

The Purchasing Coordinator is responsible for ensuring all inward and outward stock and inventory are accurately recorded, up to date and monitored in a timely manner.

Expected Results

- (a) All stock and inventory goods are properly and accurately recorded into the ERP system, including the movement of goods
- (b) Assist with stock management, discrepancies and stock counting as needed
- (c) Follow up suppliers with any order related discrepancies
- (d) Assist with stock reports and trends, ensuring sufficient quantities are held
- (e) Ensure damaged products are kept to a minimum and recorded

4 Process and Systems Improvement

The Purchasing Coordinator is responsible for the improvement of systems relating to purchasing and stock control.

Expected Results

- (a) Ensure all system data and records are accurately recorded
- (b) Apply knowledge and experience to improve the purchasing and ERP process
- (c) Ensure all system data and records are kept accurate by recording and stock counts
- (d) Ensure all processes and systems used are documented and updated when process changes or improvements occur
- (e) Build strong relationships internally and externally

5 Planning and Organisation

The Purchasing Coordinator is responsible for effectively managing their workload and ensuring documentation is accurate and available for others to access.

Expected Results

- (a) Effectively organise and manage workloads through good planning
- (b) Follow the documentation systems, keeping them well organised and logical for others to use and training colleagues in the use of systems
- (c) Ensure all tasks and projects are followed through to completion and progress is communicated

6 Communication

The Purchasing Coordinator is responsible for demonstrating effective written and verbal communication with employees, external providers and customers if required.

Expected Results

- (a) Ensure all stakeholders are effectively communicated with on purchasing status
- (b) Liaise with other sales and departments to understand future requirements
- (c) Liaise with suppliers to understand any issues that will affect supply
- (d) Communicate in a friendly and professional manner when dealing with customers, suppliers and colleagues
- (e) Provide input and support to the management team as and when required

7 New Product Information

The Purchasing Coordinator is responsible for keeping up to date with innovations and market trends in purchasing and stock control.

Expected Results

- (a) Work cross functionally with the sales teams to investigate and introduce new products
- (b) Champion good planning and material purchasing practices in the introduction of all new products
- (c) Ensure all new product documentation, MRP and material data is complete and accurate when new products are introduced
- (d) Keep abreast of international and national trends, developments and innovations relevant to purchasing and stock control models and systems

8 Safe Work Environment

The Purchasing Coordinator is responsible for providing a safe and healthy workplace for staff by adhering to company policies and procedures, initiatives and managing work place risks.

Expected Results

- (a) Role model safe behaviours at all times
- (b) Take appropriate action to identify and manage health and safety risks to make the environment safe
- (c) Comply with relevant standards and Tradextra's Health and Safety policies, following established procedures and performing all duties in a safe manner
- (d) Support a safe working environment and the wellbeing of staff

9 Other

The Purchasing Coordinator is responsible for carrying out other tasks and duties as and when required.

Expected Results

- (a) Work alongside the Managing Director as required in relation to the role responsibilities, and contribute towards the team effort by undertaking other projects, tasks and responsibilities in a timely and accurate manner when delegated by management, and in accordance with company policies and procedures
- (b) Create and maintain professional relationships with internal and external parties as required for business purposes and personal development

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Section D – Person Specification

Experience

- Previous experience in a product purchasing role, ideally within a warehouse and distribution related environment
- Experience in purchasing products from mostly local suppliers
- Experience in both inwards and outwards goods control
- Experience in controlling and monitoring stocks

Skills, Knowledge and Personal Attributes

- To be motivated and self-managing
- Computer literacy and numerical skills
- Experienced and knowledgeable in NetSuite ERP system or similar
- Familiar with inventory control systems
- Familiar with warehouse and logistics processes and systems
- Working with, monitoring and evaluating suppliers
- Good administration skills
- Negotiating skills
- Organised approach
- Good communicator
- Attention to detail
- Relationship building skills
- Customer focus
- Team player