Category Coordinator

WHO WE ARE - KO WAI MĀTOU

At Farmlands - Te Whenua Tāroa, our vision is to be the 'go-to for everyone connected to our land. We're always backing Kiwi's – rain or shine, year in, year out. We work as one – we help each other, we win together. We're rural people supporting our rural communities looking after our land and our people.

OUR VALUES – NGĀ UARATANGA

Be you - mōu ake	It takes all sorts to make an awesome team. Diversity, different perspectives and a fresh approach to problems make everyone in the team stronger. It's not who you are or what you look like, it's all about what you bring to the table that matters.
Minds open - hinengaro tākoha	We came from a generation of greatness. It gives us the solid foundation to move on, focus on the future and use our creativity and ingenuity to build Farmlands for the next generation.
See it through - whakamaua kia tīna	We're a team. United through our love of the land and the communities we serve. We back ourselves, each other, and get behind the decisions we make together.

POSITION PURPOSE – TE PŪTAKE O TE TŪRANGA

Reports to - Kaiwhakahāere:	Category Manager
Your Team – To tīma:	Category
Direct reports - Kaimahi:	None

The purpose of the Category Coordinator is to provide administrative coordination and support to the Category team in all aspects of their roles. The role acts as a secondary point of contact for Farmlands internal and external stakeholders to improve efficiencies, service levels and achieve objectives.

KEY ACCOUNTABILITY AREAS – NGĀ WĀHANGA MAHI

Safety and wellbeing - Haumarutanga

Actively contribute to a safety-first culture by:

- Keeping yourself and others safe, and participating in safety and wellbeing activities
- Speaking up if you see something that is not and could injure yourself or others in the workplace
- Ensuring that all KPI's, policy and procedure requirements related to safety and wellbeing are completed on time and in full, every time

General – Whānuitanga

- Respond to all Category queries from across the business.
- Prepare, distribute and maintain required documentation.
- Attend all allocated vendor meetings and document all actions and intel gathered and prepare all reporting requirements.
- Prepare and distribute updated NSA's and ensure all steps pre and post signing are completed.
- Field branch queries in respect to category management and provide knowledgeable support to Farmlanders should the category manager not be available.
- Co-ordinate inputs and sources collateral for all initiatives and ensure deadlines are met. Provide proofing and content support to category marketing support and marketing.
- Drive improved vendor performance around timely completion of meeting action plan tasks so as to ensure opportunities are maximised. Monitor Promotional Spend of Vendors and manage the reconciliation of funding.
- Distribute category updates, coordinate marketing briefs, briefs for Supply Chain and various communication.
- Liaise with vendors, Category, Supply Chain, Marketing, Customer Experience, Sales and Retail teams to implement vendor plans.
- Initiate and brief sales and marketing campaigns for Farmlands sales and retail teams to implement.
- Utilise Farmlands Marketing team to brief in and execute appropriate marketing initiatives and promotions.
- Work closely with the Farmlands Sales and Retail teams to ensure excellence in execution.
- Using the tools provided, assist the team with capturing vendor rebates, carrying out product forecasting and related rebate data accuracy.
- Work with the Senior Category Manager and Category Manager and the vendor to ensure our e-commerce range is adequate, current and the product attributes are accurate.
- Utilise Farmlands Supply Chain to secure appropriate supply agreements.
- Account for, using the technology, that all vendor rebates are executed as per the vendor agreement and are obtained in line with agreement timeframes.
- Utilise D365 to ensure initiatives and key conversations with Vendors are recorded appropriately in CE.
- Utilise Farmlands PBI team to secure appropriate information reports to leverage customer insights and make informed decisions.
- Ensure the ecommerce offer including range, product details, promotions and pricing is accurate and current at all times
- Review and process SKU applications following Senior Category Manager and Category Manager approval through to Pricing and Product with all relevant attributes
- Understand key process dependencies, including vendor capability, technology, and operational capabilities.

- Understand Farmlands' environment, processes, dependencies, and technology networks.
- Work with vendors to ensure all products and packaging is compliant with all regulatory standards.
- Seek to innovate with vendors to reduce environmental impact and seek to ensure packaging is recyclable.
- Perform all other activities and projects as directed by Category Managers and Director of Category.

Professional Development - Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with manager to discuss progress and performance, seek feedback and address development areas
- Engaging with Farmlands performance development process, recording progress and goals
- Being a positive supporter and leader of change initiatives
- Ensuring all training requirements are completed as required

These may change from time to time to meet operational or other requirements.

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- Demonstrated ability to establish strong relationships at all levels and geographies throughout an organisation and cross-functionally, as well as support customers in multiple locations.
- Experience planning and scheduling project timelines.
- Demonstrated experience in managing workflow on large publications.

Qualifications – Āu tohu mātauranga

- University degree in Agribusiness or equivalent is desirable.

Knowledge – Āu mōhiotanga

- No specific requirement

Skills – Āu pūkenga

- Current and valid driver's licence
- Intermediate level Microsoft Office Excel and PowerPoint is desirable.

Personal Attributes – Ōu āhuatanga

- Demonstrates openness, enthusiasm and engagement.
- Commitment to high standards of excellence and high personal integrity.
- High level of independence and initiative while working effectively as part of a team.
- Ability to influence others and move toward a common vision or goal.
- Flexible and adaptable; able to work in ambiguous situations.
- Creativity, innovation and the ability to think 'out-of-the-box' in problem solving.
- Integrity, discretion and resilience.
- Commitment to business goals and culture.
- Ability to translate highly technical information into practical, everyday terminology.
- Analytical and creative-capable of flexing solutions to changing demands: anticipating the regional, divisional impact