

Inventory Specialist – Operations

Tohunga Inventory - Nga Mahi

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 tina

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:	Operations Manager
Team – To tīma:	Operations Morrinsville
Direct reports - Kaimahi:	No

PURPOSE OF THIS POSITION

The Inventory Specialist manages and oversees the inventory management for a group of branches/warehouses. A key focus of this role is maintaining an excellent standard of workplace health and safety, stock management, fulfilment of customer orders and support of local product assortments. Ensuring inventory and availability targets are met by utilising all data sources available. The Inventory Specialist is the conduit between the frontline and the planning function within Farmlands ensuring plans accurately reflect expected demand. This role works closely with our Branch and Warehouse Managers, providing direction and support to achieve inventory targets as well as monitoring supplier performance and ensuring our inventory is accurate and that stock levels and customer orders are fulfilled on time. Ensuring Farmlands has the right product, at the right place, at the right time.

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

- Support and advise branch/warehouse and area specific information to ensure strategic and economic stock supply for all daily operations at inventory locations
- Liaise with relevant stakeholders to review, manage, and maintain accurate stock levels, including levels for seasonal and local range products. Including management of stock takes and cycle stock checks
- Creating sales, return order and invoices, Receipting of orders
- Tracing shipment in GE when ETA is required.
- Monitoring international shipments for imported product
- Analyze manufacturing and nutrition stock status and recommend changes before breaks.
- Proactively report on inventory, particularly damaged, expired, or obsolete stock. Development of action plans for the branches/warehouses to execute in assigned area that effectively manage and reduce inventory levels and carrying costs
- Initiate orders for RAW materials, conversing with suppliers and detail weekly plans
- Through participation in relevant reviews notify any identified or changing trends in demand
- Action planning for fulfilment requirements for customer orders which are not supplied ex stock
- Actively manage orders, following up on those not received or part received and reviewing and actioning with branch/warehouse, release backorders through GE or cancel
- Collaborate across Category Managers, Business Managers, and Supply Chain Planners on developed plan that ensures stock levels are maintained at a level which meets demand for assigned branches and warehouses with identified constraints feedback up to Inventory Lead
- Understanding and working to the inventory budget with area stakeholders

Professional Development - Whakawhanaketanga

Continue to develop personally and professionally by:

- Maintaining regular contact with managers 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 with tautōhitotanga

- Experience in an inventory environment is preferable
- Commercial experience (retail, rural supplies or other)
- Rural product knowledge (especially dangerous goods) is desirable
- Experience in a medium-to-large organization
- Experience in rural and/or retail preferred

Qualifications – Āu tohu mātauranga

- Administration degrees is preferable

Knowledge – Āu mōhiotanga

- Knowledge of various supply market dynamics and models

Skills – Āu pūkenga

- Computer literate in Microsoft Windows environment, intermediate Excel skills
- Excellent communication, influencing and negotiation skills
- Strong analytical skills and commercial understanding
- Ability to establish rapport easily and significantly with suppliers and internal stakeholders for the benefit of the shareholders
- Clear potential of career progression in Supply Chain Management with development of strong technical skills
- Skilled in managing expectations, organising response times, being proactive

Personal Attributes – Ōu āhuatanga

- Honest, ethical, transparent, straightforward style of communication
- Takes personal responsibility and ownership for agreed outcomes
- Affinity with the rural sector with knowledge of seasonal good requirements
- Embodies a high level of engagement and resilience
- Willing to challenge the norm, able to think outside the box, leverages new technology to improve procurement process
- High level of proficiency in different computer systems and Microsoft package
- Team player, can work with people across the organisation
- Effectively manage relationships with others, diplomatic and able to lead through influence



EVERYDAY LEADERSHIP BEHAVIOURS

**WE'RE OUT
HERE TOO.**


Farmlands

THE FOUR BEHAVIOURS OF EVERYDAY LEADERSHIP

We've identified 4 leadership behaviours that we know make the best Farmlands leaders. Different roles across the co-operative require us to approach each aspect in slightly different way, and you'll see on the next pages the different leadership levels and how they all fit together.

Create

Create Clarity

Understand the bigger picture – you understand our vision, strategy and plans. You know what's expected of you and how you should deliver this. And, if you don't know, you take steps to find out.

Have a plan – you establish a vision and course of action that's aligned to our strategy. You help others connect the dots between our vision and strategy and where they fit in achieving this. You can describe what success looks like and provide a sense of direction for others, even during times of ambiguity.

Clarify the 'why' – you make clear how activities and decisions benefit the customer and the co-operative. You provide further context where further buy-in or prioritisation is needed to help overcome resistance.

Connect

Build Connections

Forge connections – you have strong relationships with the people around you, your customers and communities. You look outside of your immediate team to create connections with the people and teams across the business who have an influence or impact on your work. You seek broader perspectives to generate insights and opportunities.

Create purpose and belonging – you create meaning for your team by uniting them around a common goal. You're authentic and prepared to be vulnerable. You promote diversity and allow others to express themselves and for all voices to be heard equally.

Take people with you – you inspire people through your energy, commitment to our business and enthusiasm for the future. You listen, seek feedback from a range of sources and involve others in your decision making, without compromising pace. You lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

Deliver

Deliver Results

Create structure – you plan ahead and create the structures and work routines to get things done. You make use of the systems and technology available to you. You're agile and look to work in new ways.

Think and act like an owner – you take responsibility for your performance and delivering to a high standard. You tenaciously pursue the right outcomes and don't confuse activity with results. If you lead people, you set clear expectations for every team member.

Insights driven – you understand the commercial aspects of your role and make decisions based on data and insights. You draw from new sources of information to generate ideas, seeking to innovate, disrupt and change. You are focused on building a stronger organisation tomorrow than today.

Grow

Grow Self, Grow Others

Have a growth mindset – your resilience helps you embrace change, persist through challenges and learn from feedback. You are curious and have flexibility of thought and perspective. You know your strengths and opportunities, actively engage in self-development and take time to reflect and apply learnings.

Develop capability – you coach others to build capability and achieve their potential. You know your team, their aspirations and support them to learn, grow and take ownership of their development.

Get out of the way – you empower others by delegating and creating space for them to do their best work, trusting them to deliver and providing support where required. You make it safe for others to try new things and learn from mistakes.

HOW THIS SHOWS UP IN EVERYDAY BEHAVIOUR (LEAD SELF)

Create

Create Clarity

By understanding your role and how it contributes to the bigger picture you will make the right decisions.

Align with the bigger picture

- Work is directly aligned with our vision, strategy and plans.
- Know what's expected and how to deliver.

Have a plan

- Have a vision and course of action that's aligned to our strategy.
- Help others understand how they fit in.

Clarify the 'why'

- Understand and make it clear how activities and decisions benefit the customer and the co-operative.

Connect

Build Connections

You have strong relationships with your team and the people you work alongside to achieve success in your role.

Forge connections

- Create strong relationships with others.

Create purpose and belonging

- You and your team are united around a common goal.
- Promote diversity and allow others to express themselves.

Take people with you

- Inspire people through your energy, commitment and enthusiasm
- Consider information from a range of sources in decision making.

Deliver

Deliver Results

You deliver to the expectations of your role.

Create structure

- Plan and create structure to get things done.
- Be agile and look to work in new ways.

Enable performance

- Take responsibility for your performance and deliver to a high standard.

Think about the business

- Think and make decisions with a commercial lens.
- Seek new information focused on building a stronger Farmlands.

Grow

Grow Self, Grow Others

Being agile and resilient, listening and responding to feedback, and putting in the effort.

Apply a growth mindset

- Be agile, persist through challenges and learn from feedback.
- Actively engage in self-development and apply learnings.

Develop capability

- Coach others to build capability and achieve their potential.
- Know and support others to take ownership of their development.

Get out of the way

- Empower others by creating space for them to do their best work.
- Make it safe for others to try new things and learn from mistakes.