

Position Description: 3PL Onboarding Specialist
Reference: 13
Date: Oct 2026

3PL Onboarding Specialist

WHO WE ARE - KO WAI MĀTOU

We are Farmlands - Te Whenua Tāroa, a Co-operative owned by New Zealand Farmers and Growers, we have been around for 60+ years, supporting our rural communities, looking after our land and our people - we're Out Here Too. We're always backing Kiwis - rain or shine, year in, year out. We work as one – we help each other, we win together.

PURPOSE AND VISION – TE KAUPAPA ME TE MATAKITE

At Farmlands, our purpose is “To enable improved profitability and productivity for NZ farmers and growers”, and our Vision is “To be the go-to for everyone connected to our land”. Everything we do, every decision we make is with this in the forefront of our minds.

OUR VALUES – NGĀ UARATANGA

Our values of Be You, Minds Open, and See It Through help us to work as one - helping each other and winning together. We're rural people supporting our rural communities looking after our land and our people.

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:	3PL Manager
Your Team – To tīma:	DC Operations & Logistics Development
Direct reports - Kaimahi:	No

The purpose of the 3PL Onboarding Specialist position is to manage the end-to-end onboarding of new vendors into the Centralised Distribution Centres, coordinating with vendors and internal stakeholders to bring suppliers online accurately and on schedule. The role also supports the 3PL Manager across vendor

pipeline prioritisation, 3PL KPI tracking, rebate and admin recovery data accuracy, and continuous improvement, ensuring new vendors are onboarded efficiently and reliably as the vendor base grows, including managing a pipeline of approximately 150 vendors.

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 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

Onboarding & 3PL KPI Coordination

- Manage end-to-end onboarding of new vendors into the Centralised Distribution Centres, including documentation and system configuration (Lead).
- Own the accurate setup of vendor master data in Farmlands' systems, working with the supplier to ensure master data quality and compliance at onboarding, and safeguarding correct downstream onboarding, purchasing, and rebate outcomes (Lead).
- Coordinate with vendors and internal stakeholders (Supplier Management, Finance, 3PL) to bring new suppliers online accurately and on schedule (Lead).
- Own and maintain the vendor onboarding pipeline (~150 vendors), prioritising in coordination with the 3PL Manager, tracking progress and flagging delays (Lead).
- Support tracking of the 3PL's performance against agreed KPIs (receipting accuracy, despatch turnaround, volume throughput), providing data to the 3PL Manager for reporting and escalation (Support).
- Lead accurate rebate and admin recovery calculations by maintaining onboarded vendor data (COGS, PO values) (Lead).
- Support continuous improvement initiatives across onboarding and operational flow, led by the 3PL Manager (Support).
- Support the 3PL Manager in compiling vendor performance data for reporting to Category (Support).

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

WHAT YOU'LL BRING - ĀU ĀPITITANGA KI TE TŪRANGA

Experience - Āu tautōhitotanga

- Tertiary degree or equivalent desirable.
- Experience in D365, or a similar ERP/supply chain system
- 3+ years' experience in supply chain, logistics, or vendor onboarding administration, ideally within a distribution centre or 3PL environment.

Qualifications – Āu tohu mātauranga

- Demonstrated experience in vendor onboarding, supplier setup, or supply chain administration processes.
- Experience coordinating cross-functional stakeholders (vendors, 3PL providers, internal teams) to deliver accurate and timely outcomes.
- Experience managing multiple concurrent onboarding projects or a high-volume pipeline.

Knowledge – Āu mōhiotanga

- Proficient computer skills, including Microsoft Office applications
- Analytical skills
- Numerical literacy and comfort working with KPI and COGS data

Skills – Āu pūkenga

- Strong coordination and stakeholder management skills, engaging others to develop solutions
 - Strong time management skills.
 - Clear communicator who can translate onboarding and KPI data into practical, actionable updates for stakeholders
 - Effective interpersonal skills including the ability to collaborate, influence, negotiate, and resolve issues with vendors and the 3PL provider
 - Ability to work with minimal supervision, exercising judgement in prioritising a complex and evolving onboarding pipeline.
- 
- A decorative graphic at the bottom of the page consisting of a dark green base with a light green, wavy line on top, resembling a stylized landscape or water.

- Data accuracy and attention to detail when managing COGS, PO, and rebate-related vendor data.

Personal Attributes – Ōu āhuatanga

- Ability to influence others and move toward a common vision or goal
- Flexible and adaptable; able to work in ambiguous situations
- Works well under pressure, with a high level of organisational and time management skills
- Prepared to listen to different perspective and engages others to develop solutions
- Demonstrates high levels of energy, determination, tenacity and persistence to achieve outcomes
- An ability to initiate fresh thinking with a view to find and explore new ways to stimulate ideas, and promotes a growth mindset
- Quickly and effectively establishes and maintains strong, mutually beneficial and long-lasting working relationships
- Team player with the ability to work closely and collaboratively across teams
- Embraces change, recognising it is necessary to meet the changing needs of our customers and business
- Able to communicate with passion and conviction
- Integrity and high personal and professional standards



Everyday Leadership Behaviours

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.



People & Safety
June 2026

The Four Leadership Behaviours

Create <i>Create Clarity</i>	Connect <i>Build Connections</i>	Deliver <i>Deliver Results</i>	Grow <i>Grow Self, Grow Others</i>
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.	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.	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.	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.



Lead Self - how this shows up in everyday behaviour:

Create <i>Create Clarity</i>	Connect <i>Build Connections</i>	Deliver <i>Deliver Results</i>	Grow <i>Grow Self, Grow Others</i>
<i>By understanding your role and how it contributes to the bigger picture you will make the right decisions.</i> 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.	<i>You have strong relationships with your team and the people you work alongside to achieve success in your role.</i> 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.	<i>You deliver to the expectations of your role.</i> 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.	<i>Being agile and resilient, listening and responding to feedback, and putting in the effort .</i> 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.

Lead Others - how this shows up in everyday behaviour:

Create <i>Create Clarity</i>	Connect <i>Build Connections</i>	Deliver <i>Deliver Results</i>	Grow <i>Grow Self, Grow Others</i>
<i>Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it</i> Understand the bigger picture • Understand our vision, strategy and plans. • Know what's expected of you and how you should deliver this. Have a plan • Establish a vision and course of action that's aligned to our strategy. • Help others understand their contribution to our vision and strategy. Clarify the 'why' • Make it clear how activities and decisions benefit the customer and the co-operative. • Provide further context where required to overcome resistance.	<i>This is about the relationships you create with your team and the teams you work closely with.</i> Forge connections • Create strong relationships with your team and others who have an influence on your work. Create purpose and belonging • Create meaning for your team by uniting them around a common goal. • Authentic and promote diversity. Take people with you • Inspire others through your energy, commitment and enthusiasm. • Lead by example through consistency and demonstrating the Farmlands Leadership behaviours.	<i>This is about achieving results through others.</i> Create structure • Plan and create structure to get things done. • Agile and look to work and lead your team in new ways. Think and act like an owner • Take responsibility for your performance and delivering to a high standard • Set clear expectations for every team member and hold them to account. Insights driven • make decisions with a commercial lens and seek new information to generate ideas. • innovate, disrupt and challenge the norm. • focus on building a stronger Farmlands.	<i>Growth is how we make ourselves, our teams and our co-operative better.</i> Have a growth mindset • Embrace the new and lead with agility. • Actively engage in self-development and apply learnings. Develop capability • Coach others to build capability and achieve their potential. • Know your team and support and empower them to learn, grow and develop. Get out of the way • Empower others by delegating and creating space for them to do their best work. • Make it safe for others to try new things and learn from mistakes.

Lead Leaders - how this shows up in everyday behaviour:

Create

Create Clarity

Your role is to operationalise the strategy which means you and your team need to understand it and how to achieve it

Understand the bigger picture

- Understand our vision, strategy and plans.
- Know what's expected of you and how you should deliver this.

Have a plan

- Establish a vision and course of action that's aligned to our strategy.
- Help others understand their contribution to our vision and strategy.

Clarify the 'why'

- Make it clear how activities and decisions benefit the customer and the co-operative.
- Provide further context where required to overcome resistance.

Connect

Build Connections

This is about the relationships you create with your team and the teams you work closely with.

Forge connections

- Create strong relationships with your team and others who have an influence on your work.

Create purpose and belonging

- Create meaning for your team by uniting them around a common goal.
- Authentic and promote diversity.

Take people with you

- Inspire others through your energy, commitment and enthusiasm.
- Lead by example through consistency and demonstrating the Farmlands Leadership behaviours.

Deliver

Deliver Results

This is about achieving results through others.

Create structure

- Plan and create structure to get things done.
- Agile and look to work and lead your team in new ways.

Think and act like an owner

- Take responsibility for your performance and delivering to a high standard
- Set clear expectations for every team member and hold them to account.

Insights driven

- make decisions with a commercial lens and seek new information to generate ideas.
- innovate, disrupt and challenge the norm.
- focus on building a stronger Farmlands.

Grow

Grow Self, Grow Others

Growth is how we make ourselves, our teams and our co-operative better.

Have a growth mindset

- Embrace the new and lead with agility.
- Actively engage in self-development and apply learnings.

Develop capability

- Coach others to build capability and achieve their potential.
- Know your team and support and empower them to learn, grow and develop.

Get out of the way

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