

Position Description

Position: Procurement Analyst
Department: Operations
Reports to: Planning and Procurement Team Leader
Direct Reports: None

Position purpose:

The Procurement Analyst will help design and build reporting analytics for the Procurement department and will be responsible for maintaining, tracking and communicating such reports.

The Procurement Analyst will also support the Team Leader with day-to-day activities such as vendor relationships, supplier compliance and purchasing strategies.

Key responsibilities:

- Present weekly inventory report, including commodity reporting.
- Reporting on Procurement KPIs.
- Maintain and improve the quality of data used for spend analysis and create reports.
- Code inventory items based on where-used analysis.
- Order materials from approved suppliers and where required search for parts that have gone on allocation.
- Track purchasing activity and measurements, focusing on cost down, waste, freight and continuous improvement initiatives.
- Have discussions with suppliers regarding defective parts and resolution.
- Work with planning to ensure purchases are managed in a timely and cost-effective way.
- Build and develop relationships with key suppliers, find new suppliers as necessary, work with existing suppliers to perform and drive cost down.
- Prepare purchase requisitions, approve and issue purchase orders in accordance with company policy and negotiated terms and conditions.
- Ensure supplier compliance with site and company requirements for safety.
- Assist department in developing and implementing purchasing strategies for products.
- Liaise with Accounts Payable department to ensure accurate payment of invoices, as necessary for the business with the supplier.

General

- Upholds the Enatel company values.
- Contributes to the achievements of departmental goals and objectives.
- Completes any other tasks, projects or duties as required by Management from time to time.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
• Procurement Team	• Suppliers
• Operations	• Freight Forwarders
• Engineering	• Vendors
• Finance	
• Warehouse & Distribution	

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning Agility - the ability to learn quickly in a new environment. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs and acts in line with those values at all times. 	

	Essential	Desirable
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • 2 years+ experience in a procurement role. • Ability to confidently read and analyse data and recognize trends. • Experience preparing and sharing reports. • Understanding of multi-level bill of materials. • Knowledge of inventory systems. • Intermediate computer skills, including MS Excel. • Excellent attention to detail and a high level of accuracy. • Strong team player that actively contributes to the company's success. • Must be able to self/manage and effectively prioritise tasks. 	<ul style="list-style-type: none"> • Experience with ERP systems would be advantageous. • Experience in a manufacturing environment. • Procurement experience in a global business. • Advanced MS Excel skills.
Qualification / Licenses	<ul style="list-style-type: none"> • Applicable qualification or equivalent experience. 	