

Position Description

Position: Senior Purchasing Officer

Department: Procurement

Reports to: Supply Chain Manager

Direct Reports: None

Position purpose:

The Senior Purchasing Officer is responsible for executing the import procurement process for materials and services. This includes sourcing, negotiating, placing orders for materials and services that meet required specifications, certifications, and quality standard, and arranging import FCL / LCL / airfreight consignments. The Senior Purchasing Officer is also responsible for developing and maintaining relationships with key suppliers and ensuring that our suppliers deliver in accordance to agreed terms and conditions.

Key responsibilities:

- Manage the import procurement process for the business.
- Negotiate and manage contracts with suppliers to ensure required quality, delivery, and best value.
- Ensure timely delivery of raw materials to meet customer needs.
- Work closely with suppliers of custom-made items, ensuring supplier is manufacturing materials to the current Enatel drawings and specifications.
- Develop and implement strategies for cost savings and efficiency improvements. Focus on material cost, freight, and waste, supply chain resilience.
- Monitor performance of suppliers and the quality of purchased items and services.
- Establish and maintain relationships with key suppliers.
- Build effective partnerships with vendors, manage VMI programs.
- Monitor market trends, economic conditions, exchange rates and industry news to inform and adjust procurement decisions.
- Maintain procurement data and documents; ensure company confidentiality is kept at its highest level when conducting business with suppliers.
- Discuss defective or unacceptable delivered goods or services with suppliers, distributors, and others to determine cause of problem and take corrective and preventative actions.
- Work closely with Production Planners, ensure purchases are managed in a timely and cost-effective way, while maintaining appropriate quality standards and specifications.
- Assist department in developing and implementing purchasing strategies for products.
- Liaise with Finance team 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 |
|---|--|
| <ul style="list-style-type: none"> • Procurement & Planning Team | <ul style="list-style-type: none"> • Suppliers |
| <ul style="list-style-type: none"> • Warehouse & Distributions | <ul style="list-style-type: none"> • Freight Forwarders |
| <ul style="list-style-type: none"> • Engineering Team | |
| <ul style="list-style-type: none"> • Finance Team | |
| <ul style="list-style-type: none"> • Quality Team | |
| <ul style="list-style-type: none"> • Project Managers | |
| <ul style="list-style-type: none"> • Operations | |

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. | |
| Skills, Experience & Knowledge | <ul style="list-style-type: none"> • 2 years plus experience in an international procurement environment. • International Logistics experience. • Good understanding of supplier terms and conditions. • Proficiency in Microsoft Office Suite and ERP/MRP systems. • Understanding of multi-level bill of materials • Able to read technical drawings. | <ul style="list-style-type: none"> • Experience in an electronics environment. • Advanced MS Excel skills. • Good understanding of mechanical drawings and manufacturing processes – specifically plastic molding and metal stamping |

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| | <ul style="list-style-type: none"> • Ability to analyse data and make informed decisions • Strong negotiations and communications skills. • Strong numeracy skills. • Attention to detail and a high level of accuracy. • Team player who actively contributes to the company's success. • Must be able to self-manage and effectively prioritise tasks. | |
| <p>Qualification / Licenses</p> | <ul style="list-style-type: none"> • Applicable tertiary qualification or equivalent experience. | |