

SUPPORT CENTRE

POSITION DETAILS	
Position Title	Imports Supply Co-ordinator
Reports to (Position Title)	Imports Supply Team Leader
Department / Division	Imports
Nature & Number of Direct Report	0
Nature & Number of Indirect Reports	0
Date	September 2017
EY data role map	CT220

PURPOSE STATEMENT

To manage a portfolio of import product with the aim to efficiently and cost effectively import and distribute it operating within best practice systems and processes.

KEY ACCOUNTABILITIES OF POSITION		
Accountability Description	Measure	Weighting
1: Effective Contribution to Imports Supply team	<ul style="list-style-type: none"> Gain understanding and proficiency in all key imports systems and processes Identify improvements to key systems and processes and assist with development and implementation as required Challenge the status quo 	10%
Performance Standard:	Full knowledge of existing systems; adding value to processes. Super-user status on systems; consistent source of process and systems improvements	
2: Costing Incoming Product	<ul style="list-style-type: none"> Timely preparation of new product quotes Recosting of existing product quotes Review landed to quoted cost and adjust as necessary Maintain the integrity of the information used to quote eg. Freight rates, BAF, duty, exchange rates, local charges, distribution costs and rebates 	15%
Performance Standard:	Costings provided promptly. Estimated costs accurately reflect landed costs. Follows policies and procedures as briefed. Process improvements introduced	
3: Forecasting demand & purchasing	<ul style="list-style-type: none"> For new product and repeat non-continuity stock orders a new authorised order form to be received from Category and PO placed from the information provided. New continuity product will be incorporated into the monthly forecasting cycle. Other non-continuity product should have an allocation prior to arrival. Use forecasted sales data to identify skus that require re-ordering on a monthly cycle Maintain continuity stock levels within specified bands of cover 	35%

	<ul style="list-style-type: none"> • Avoid out of stock positions while keeping within inventory budgets • For indents correlate store orders to obtain product order quantities. Quantities ordered should be sufficient to fill indent orders and any stock requirements • Order for specific stores as requested advising the store of any variances. Inform store of container eta and provide sufficient information to assist with unload. Invoice the store on arrival • Determine the best shipping method (including positioning for final destination) and required into DC date • Raise and place purchase orders on suppliers • Check supplier confirmations and make agreed amendments as necessary. Request a letter of credit to be set up if required. • Ensure the purchase order uploads to an internet based tracking system and maintain accurate information through its life. • Monitor progress of the purchase order and timely booking and shipment. Review purchase orders that have fallen outside of agreed variances to shipping date and other parameters 	
Performance Standard:	DIFOT is achieved. Stock holdings are at optimal levels & out of stocks are within agreed tolerances. Landed costs are within expected levels. Follows policies and procedures as briefed. Out of stocks are typically much lower than target levels. Cost savings are achieved by optimising shipments. Process improvements introduced	
4: Importation, receipting & order processing	<ul style="list-style-type: none"> • Track bookings to ensure they meet their vessel and connections and monitor eta dates. Material variances should be escalated if the product is date sensitive. • Obtain all necessary shipping documents to clear customs and make payment to the supplier. Check the accuracy of the documentation. • Ensure systems have the correct status for the shipments and an ASN and shipment have been generated ready for receipt • Correlate the necessary invoices eg. From freight forwarder to cost the shipment on receipt and check the charges to ensure they are within agreed quotes. • Liaise as necessary with the unpacking depot to make sure they have all the information they require to process the container. • Identify priority deliveries and unpacks and flag them accordingly • When advice from the unpack depot that stock has arrived and is ready to be receipted, receipt the shipment into stock with the correct costs entered against it within timelines as specified • Investigate any material differences in the landed price • If there are any damages or short supplies, follow up with the appropriate party to recoup losses • Process store orders for indented product within timelines specified 	35%

Performance Standard:	DIFOT is achieved & information is entered accurately. Follows policies and procedures as briefed. Process improvements introduced	
5: Administration	<ul style="list-style-type: none"> Assist with data integrity management by maintaining supplier and shipping information and noting item detail changes or discrepancies. 	5%
Performance Standard:	Data accurate. Follows policies and procedures as briefed. Process improvements introduced	
6: Compliance, & Health & Safety	<ul style="list-style-type: none"> Understand and adhere to all compliance requirements, internal & external, that govern the company's activities, including: Comply with all legal requirements that impact upon your role Comply with all Health & Safety guidelines and procedures. Comply with Mitre 10 (NZ) Ltd policies and procedures Work in a safe manner and follow all safety procedures Report hazards, incidents and work related injuries / accidents promptly in accordance with company Health & Safety policy Participate in the Health and Safety Hazard awareness process 	
Performance Standards	<p>Below Standard: Non-compliance with any Health & Safety policies or procedures. Unethical or illegal activity.</p> <p>At Standard: Compliance and no avoidable incidents. Honesty and fairness in all activities.</p> <p>Above Standard: Proactive in implementing suggestions and ideas.</p>	
7: General	<ul style="list-style-type: none"> Be a role model for the company's values: Customer Driven; Honest and Fair; One Team; Down to Earth; Strive for Excellence; Keep our People and Customers Safe Pursue opportunities for personal development and improvement. Undertake any other duties or responsibilities your Manager feels are appropriate given your role and skills. 	

POSITION HOLDER SPECIFICATIONS	
Qualifications required	Open, min. NCEA level 3 or equivalent
Total years of experience required	<ul style="list-style-type: none"> 3 years minimum in a similar environment Team leadership experience
Other specific Technical skills required (e.g. advanced excel)	<ul style="list-style-type: none"> Computer literacy, eg. MS Word and MS Excel (intermediate-advanced) Experience in quoting and costing products Familiar with and experienced in demand forecasting, overseas purchasing, shipping and importing requirements. Relevant knowledge of distributing to a retail network.
Competencies required:	<ul style="list-style-type: none"> High accuracy and attention to detail

	<ul style="list-style-type: none"> • Excellent organisational prioritisation skills • Ability to cope under pressure and to work to deadlines • Numerate and literate. • Good interpersonal skills
Physical Requirements	<ul style="list-style-type: none"> •

FINANCIAL & PROJECT DIMENSIONS	
Total Revenue accountability	Operate within guidelines to contribute to MIMP budget
Annual Operational Expense Budget	Operate within guidelines to contribute to MIMP budget
Annual Capex Budget	N/A
Expenditure authority maximum	N/A
Project Spend (if applicable)	N/A
Project Impact (e.g. whole organisation, business unit)	Competent performance contributes to the smooth operations of the wider organisation.
Delegated Authority levels (if applicable)	N/A

WORKING RELATIONSHIPS	
Frequent People Contact	Nature of Contact and Why
MIMP Team	Collaboration and co-operation
Merchandise Team	Collaboration and co-operation
Global Sourcing Office Staff	Collaboration and co-operation
Mitre 10 Support Centre Staff	Collaboration and co-operation
Store Principals and Staff	Collaboration and co-operation
External Service Providers ie. Freight forwarders, 3PL personnel, Customs Agents	Communication and co-operation
Suppliers	Communication and co-operation

CHALLENGES AND COMPLEXITIES IMPACTING THE OPERATION OF THIS ROLE	
External Environment (economic climate, competitor activity, ownership):	
Other challenges or complexities that may impact on the ability to deliver outcomes	Shipping line policies and services
Work Environment	

