

KiwiRail | Position Description

Procurement Specialist Rolling Stock Asset Services

Purpose:

The Procurement Specialist is responsible for the effective and efficient procurement of all materials and services to meet the needs of the business.

In addition, the position holder will:

Be responsible, for running full end-to-end procurement processes which will involve:

- Developing and executing inventory plans to meet customer and service objectives.
- Collaboration with other members of the supply chain, and customer support teams to ensure procurement objectives are achieved.
- Dealing with a high degree of ambiguity and developing new approaches to solve problems creatively.
- Working with suppliers and transporters to reduce order cycle times and improve fill rates while controlling the cost of serving customers.
- Support the Procurement and Contracts Leader.
- Provide cover for the Procurement and Contracts Leader and team as and when required.
- Health and Safety is an important part of how KiwiRail operates. You will be a safety leader and will be expected to "walk the safety talk".

Dimensions:

Reports to:	Procurement and Contracts Leader
Number of direct Reports:	Nil
Budget:	Nil
Delegations:	As per delegation policy
Internal Contacts:	Business Units, Group Procurement, Managers, Finance, IT, HSATs, Audit teams.
External Contacts:	Current & future vendors, Transporters, Auditors
Location:	Lower Hutt

Procurement and Inventory Control

- Drive the application of procurement best practice at KiwiRail.
- Manage inventory targets (including safety stock levels) that are approved by management.
- Partake / Lead forecast and inventory planning meetings with customers, reviewing forecasts and inventory goals.
- Assemble, analyse and make recommended adjustments to forecast and inventory targets based on changes in demand and trends.
- Monitor stock keeping unit levels and recommend rationalisation and risk mitigation initiatives.
- Request for quotations, placement & management of orders.
- Review, analyse and monitor other expenditure and initiatives (e.g., new/alternate sources, Engineering changes/requests).
- Develop a range of acceptable suppliers to meet material specifications.
- Participate in contract sourcing, tender & negotiation with various internal stakeholders & vendors.
- Processing of freight invoicing to ensure timely payment and correct allocation of freight costs.
- Manage & process sales of goods to external parties.
- Plan, organise & participate in stock counts as required.
- Evolving and maintaining material data, documentation and standard operating procedures for procurement processes and systems.
- Any other tasks/projects as assigned by the Procurement and Contracts Leader

Relationship Management

- Establish sound business relationships with key suppliers; establish a range of alternative suppliers to cover interruptions to the normal supply chain.
- Continue to develop and enhance relationships with various internal stakeholders and suppliers.
- Establish and monitor customer service performance standards.
- Vendor reviews: schedule, undertake & maintain documentation.
- Action processes to identify customer problems and resolve them expeditiously and efficiently.

Zero Harm

- Maintain compliance with all HSE legislation, regulation, code of practice, safe operating procedure and best practice relevant to your responsibility.
- Understand your responsibilities as outlined in the HSE policies and procedures.
- Lead and enable a Zero Harm Culture.
- Halt work practices and any actions that could reasonably be seen to adversely affect your personal health and safety or that of any other employee, contactor, visitor, customer or community member.
- Report and elevate any situation that may result in serious impact or harm to the business performance or reputation.
- Report immediately and recommend suspension of production due to quality issues or defective product(s) or service.

Records Management

- Maintain all purchasing records, databases and files in an accurate and responsive manner including all paper and electronic records.
- Ensure you are aware of the policy and procedures around the creating, maintaining and destruction of records.
- Monitor the accuracy of our purchasing/inventory systems and databases to ensure the integrity of information is maintained.
- Design and find solutions if required to ensure efficiency.
- Ensure no records are altered, transferred, or destroyed before the disposal date or without authorization.
- Measure and report as required on procurement related issues and statistics.

Person Profile:

Essential:	Desirable
• Significant knowledge and experience associated with inventory purchasing, storage and distribution processes and techniques. • In-depth understanding of the supply and demand process • Experience using SAP inventory management system or similar. • A proven record of managing an inventory supply function within set financial limits. • Ability to analyse, evaluate and problem-solve, risks and unplanned supply disruptions (Forward thinking, organised and resilient) • Developed interpersonal skills to establish and maintain effective working relationships both internally and externally over various levels. • Good oral & written communication skills.	• Experience in an engineering maintenance environment with a sound understanding of associated materials, parts and componentry. • Advanced negotiation skills

Education:

Essential:	Desirable
• Supply Chain Logistics, Engineering, Business or Legal related qualification. • An advanced use of MS Excel and MS Word • An exposure to manufacturing/ engineering environment.	• CIPS qualification • 2 to 5 years prior experience in supply / logistics/ warehousing environment. • Exposure to the logistics & transport industry with a thorough understanding of logistics & transport cost components.