

## Position Description

Vacancy Title: **Inventory and Procurement Officer**

Location:

Reports To: **None**

### Objective

Ensure reliable procurement, efficient logistics coordination, and accurate inventory management to support uninterrupted feed production, dairy operations, and retail supply. The role manages supplier sourcing, procurement processes, stock control, and supply chain coordination while ensuring cost efficiency, stock accuracy, regulatory compliance, and timely availability of operational inputs across all business units.

### Outcomes

#### Organisational Stakeholders

#### 1. Procurement and Supplier Management

- Sourcing and procuring raw materials, feed ingredients, dairy hardware, farm supplies, and retail stock in full compliance with approved financial delegations
- Negotiating supplier pricing, quality standards, delivery schedules, and supply terms to ensure value and reliability
- Monitoring supplier performance to maintain consistent delivery timelines and product quality
- Maintaining accurate procurement records, including purchase orders, supplier contracts, and invoices
- Providing operations and production teams with timely updates on supply availability, delivery timelines, and potential delays
- Building and maintaining strong supplier relationships to support secure and stable supply chain

#### 2. Logistics and Freight Coordination

- Coordinating freight, transportation, and logistics arrangements for raw materials, equipment, and retail stock
- Engaging freight providers and logistics partners to ensure timely and accurate delivery of goods
- Monitoring shipment schedules and communicating delivery timelines to operational teams
- Maintaining up-to-date records of freight providers and all logistics arrangements
- Monitoring logistics costs and reporting significant variances to management
- Facilitating coordination between suppliers, freight providers, and internal teams to prevent supply disruptions

#### 3. Inventory Control and Stock Accuracy

- Maintaining accurate inventory records for feed ingredients, dairy hardware, farm supplies, and retail stock
- Conducting routine stock checks, including weekly, monthly, and quarterly counts
- Reconciling physical stock counts with system records and investigating any discrepancies
- Monitoring stock levels to identify replenishment needs and prevent shortages
- Identifying slow-moving, obsolete, or excess inventory and recommending appropriate actions
- Implementing inventory control practices to minimise stock losses, spoilage, and wastage

#### 4. Procurement and Inventory Reporting

- Digital and physical records of procurement transactions and inventory movements were maintained
- Procurement reports were prepared for management on purchasing activity and supply status
- Goods in transit information was provided to support financial reconciliation and inventory tracking
- Stock variances, usage trends, and purchasing patterns were analysed
- Inventory and procurement updates were provided to the Operations Officer and senior management
- Procurement and inventory data were maintained to support management decision making

#### 5. Procurement Process Improvement

Strengthening procurement practices and improving supply chain efficiency through continuous review and optimisation of procurement and inventory processes

- Identifying opportunities to enhance procurement efficiency and improve supplier management practices
- Reviewing purchasing patterns to uncover cost-saving opportunities or alternative sourcing options
- Recommending improvements to procurement procedures and inventory control systems
- Supporting and implementing enhanced purchasing and stock management practices across the organisation
- Monitoring procurement performance and recommending improvements where required

#### 6. Compliance and Operational Standards

- Conducting all procurement activities in accordance with approved financial delegations and procurement policies
- Verifying materials received to ensure they meet required quality, safety, and regulatory standards
- Maintaining safe storage, handling, and management of materials in line with health and safety requirements
- Keeping accurate and up-to-date procurement and inventory documentation and records
- Reporting stock losses, damages, or quality issues promptly to management

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
<b>Customer</b>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.
Mathematical Reasoning	Apply mathematical reasoning.
<b>Operational</b>	
Stock Control	Acquire and monitor stock to meet business needs

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Business Administration, Logistics, Supply Chain Management	
<b>Desirable</b>		
Degree	Business Administration, Logistics, Supply Chain Management	

## Work Knowledge and Experience

- 2–3 years' experience in inventory management, procurement, or supply chain operations
- Knowledge of feed milling, hardware, and retail procurement is an advantage
- Strong organizational, analytical, and problem-solving skills
- Familiarity with inventory management software or digital tracking systems
- Attention to detail, integrity, and accountability in managing stock and suppliers

## Requirements

### Regulatory Compliance Requirements

- Driver's License
- Police Clearance

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Chief Executive Officer	procurement reporting and supply risk updates
	Production Manager	feed production supply requirements and material planning
	Management Accountant or Finance Team	procurement reconciliation and stock reporting
	Warehouse or Store Personnel	Warehouse or Store Personnel
	Retail Operations Staff	supermarket stock supply coordination
	Operations Officer	procurement planning, supply coordination, and reporting
<b>External</b>		
	Suppliers	sourcing and procurement of raw materials and operational supplies
	Freight and Logistics Providers	transportation and delivery coordination
	Customs Agents	import clearance where required
	Equipment Vendors	procurement of machinery, hardware, and operational equipment

## Attributes

### Behavioural Styles

Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

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## Contact for Enquiries

Contact Name: Jessica Patterson

Contact Email: [jessica@maxumise.com](mailto:jessica@maxumise.com)

Further Contact Information:--

Closing Date: 22 Mar 2026