



### **Vacancy: Inventory Planning & Logistics Co-ordinator**

Southlink Supply Limited is the entity which EastPack uses as its Registered Supplier to Zespri. Southlink is responsible for consolidating supply to Zespri from EastPack, and 3 smaller coolstores representing approximately thirty percent of the kiwifruit supply from New Zealand. A permanent position has become available for an Inventory Planning & Logistics Co-ordinator.

The Southlink Planning and Supply team is core to EastPack's inventory management business, holding responsibility for efficiently managing order allocations and the priorities of inventory for shipping at each coolstore and between coolstores along with driving order fulfilment to meet Zespri orders.

Some key accountabilities include identifying and responding to changes and supply constraints during the season to maximise opportunities for our coolstore. Close working relationship with our coolstores to improve their inventory management and delivery performance to achieve an optimum outcome for EastPack's growers. The focus of this operation is to achieving optimum results in assisting in the management of inventory with the aim of reducing associated costs, fruit loss and be part of the growth of EastPack's business.

This role is multi-dimensional at times and we are looking for someone who can handle the complexity and logical thought and transactional processes which the environment demands. In addition the role will require driving improvements to our systems to help to deliver ongoing performance improvements in this area for the business as a whole.

This successful applicant will possess excellent communication and proven relationship building skills as internal and external stakeholder management is key to success in this role. You will be able to demonstrate flexibility and able to cope with the intensity of the requirements of each season.

#### **Ideally, applicants will preferably possess:**

- Comprehensive computer skills and ability to grasp new programs and concepts, proficient in MS Excel (Advanced) and other MS programs
- Excellent organisational and time management skills and proactive approach to meet deadlines while working under pressure.
- A high level of attention to detail.
- Effective analytical, problem solving and trouble shooting skills.
- A good command of English and have excellent written and oral communication skills
- The ability to work with people from all walks of life and develop strong working relationships.
- An enthusiastic and hard working attitude with the ability to work flexible and sometime long hours (including weekends)
- Trustworthiness, honesty and reliability

**Applications can be made in writing to Glenys Davies, Southlink Supply Ltd, c/- 40 Quarry Road, Tepuke or via email to [glenys.davies@eastpack.co.nz](mailto:glenys.davies@eastpack.co.nz).**

**Applications close: Sunday 2<sup>th</sup> August 2015.**

**To request a job description, please contact Glenys via email.**