

Position Description

Position	Production Coordinator
Department	Supply Chain
Reporting to	Supply Chain Manager
Location	Marlborough
Date	November 2024

Position Purpose:

This position co-ordinates Dry Good delivery and consumption, ensuring materials are on hand and secured to meet production timelines. This is a hands-on role and can work across different spaces like logistics, exports, production planning, supply planning, material planning, and inventory management.

Key Relationships:

External	Internal
<ul style="list-style-type: none">• Wineworks Marlborough,• Wineworks Hawkes Bay &• International bottling companies• Dry Goods Suppliers – Cartons, Caps, Labels, Bottles etc.	<ul style="list-style-type: none">• Supply Chain Team• Sales Team• Marketing Team• Finance Team• Winemaking Team

Key Accountabilities & Tasks:

Material Planning:

- Utilising forecasts and working with suppliers and Marketing, determine dry goods requirements, placing of orders and ensuring all product arrives in time and in spec.
- Ensure finished goods and dry goods stay within specified volume limits. Minimise stock write of and rework.
- Develop and submit accurate Bill of Materials for implementation with bottling provider(s).
- In conjunction with QA, ensure any product produced outside of the agreed specifications are identified and remedied prior to shipment.
- Support as required any price and service notifications with key suppliers.
- Maintaining effective stock levels.
- In conjunction with Marketing, identify and streamline packaging across markets.
- Preparing and distributing production reports, ensuring all parties are fully cognisant of production status, challenges, opportunities and recommended activities.
- Identify and capitalise on opportunities to develop efficiencies within a planning and logistics environment.
- Identify process improvement opportunities

General Duties and Responsibilities:

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outline in the Job Descriptions and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- Always abide to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
 - Comply with relevant legislation and related company's policies, procedures and standards are always adhered to.
 - Actively participate in related training.
 - Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' in regards to food defence and food fraud procedures.

Actively participate in audits as required.

Person Specifications:

Experience

Previous experience in a Supply Chain, FMCG, Planning Position.

Specific Skills & Attributes

- Time management – ability to manage multiple activities at one time.
- Computer literacy – Microsoft 365, and Excel competent.
- A passion for continuous improvement and operational excellence.
- Ability to build strong rapport across the key relationships.
- Strong communication skills – verbal and written.
- High attention to detail and critical thinking.

Core Competencies

Performance:

- Embraces the Health and Safety rules and regulations and applies the principles in all aspects of role.
- Customer focused and results driven.
- Approaches work with perseverance and composure.
- Quality decision making and ability to prioritise.
- Ensures all tasks are carried out efficiently and to the highest standards.

- Performs tasks to a commercially acceptable speed.
- Takes responsibility for the task.
- Keen to learn new skills and develop in new areas or coach others.
- Strong initiative – ability to work in isolation and alongside a team.

Teamwork:

- Is a team player and leads by example.
- Fosters a positive working relationship with other team members.
- Actively contributes as part of the team during meetings and team discussions.
- Shares information; respects and supports others.
- Performs fair share of workload.
- Willingness to assist and support teammates, when required.
- Builds a supportive and cooperative team environment.

Yealands Values:

- Attendance and time keeping to an acceptable standard.
- Acts with honest and integrity, willing to go the extra mile.
- Embraces the company mantra and builds upon the company culture.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee & Manager Acknowledgement:

Employee Signature

Date

Manager Signature

Date