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Title

Job Description – Supply Chain Administrator

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1.0

1 Purpose of Position

The Supply Chain Administrator will administer ordering, shipping and receiving, management of supplies and inventory control, and manage data integrity relating to these areas. They will support and assist the service, sales, and project teams in procurement activities.

The position is a key interface with our vendors and suppliers via email and phone calls, and as such the position incumbent is required to be well presented, courteous, efficient and friendly in person, via email, and over the phone.

2 Context of Position

BlueZone Group supplies and sustains Remote and Autonomous Systems (RAS) for Defence maritime applications in Australia and New Zealand.

With strong opportunities for progression in a growing company, this role would suit a candidate who aspired to develop a career in Supply Chain Management, or Procurement and Logistics Management.

This position is based in the company's head office at Thornton NSW. This position is a full-time position.

Key Interfaces within BZG:

- Commercial Manager
- Service team
- Sales team
- Projects team
- Other BlueZone Group Staff

Key Interfaces outside the company:

- Defence staff
- Client staff
- Supplier staff
- Subcontractors
- Visitors

3 Reporting Relationships

The position will report to the BlueZone Group Commercial Manager.

4 Work Related Outcomes

REQUIREMENTS	EVIDENCE
1. Procurement.	<p>Use the ERP system (Business Central) to co-ordinate procurement activities as required by sales, service, and project teams.</p> <p>All purchase orders to suppliers are accurate and match order demands or approved requisitions.</p> <p>ERP system is updated with timely and accurate information with regard to the status of a given procurement.</p> <p>Purchased parts and services on behalf of the group are sourced in a cost-effective manner.</p> <p>Purchase price increases are monitored and challenged to ensure value for the company.</p> <p>Supplier purchase orders are placed in line with company requirements and delivery commitments.</p> <p>Purchase orders are expedited to meet sales requirements to customers.</p> <p>Problem solving where there are issues with orders and escalate where the problem cannot be solved at this level.</p>
2. Assist with processing stock received or picked in accordance with procedures.	<p>Timely and accurate entry of data for processing of stock received or picked day to day.</p> <p>Timely and accurate entry of data for processing of purchase orders day to day</p>
3. Assist with processing repairable goods received in accordance with QMS.	<p>Timely and accurate entry of data for processing of repairable goods day to day</p> <p>RMA forms sent to customers on time, as required.</p>
4. Assist in the processing goods and repairs packing, delivery dockets and arranging couriers.	<p>Efficient, accurate daily entry of delivery data into Job Control database.</p> <p>Timely production of delivery labels and arranging couriers for client orders.</p>
5. Assist with international & national freight movements.	<p>Shipments processed in a timely and cost effective manner.</p> <ul style="list-style-type: none"> • Liaise with Trusted Traders and ensure no issues with movement of goods and equipment.
6. Participate and contribute to continuous improvement company activities, systems and processes.	<p>Contribution of company improvements systems and processes.</p> <p>Identifies processes that can be made more efficient and makes suggestions for improvement.</p>

<p>7. Compliance with all Occupational, Health and Safety, and ISO9001:2000 Quality Assurance / Quality Control company policies, systems and procedures.</p>	<p>Comply with traffic and walkway management during forklift operations.</p> <p>Comply with our ISO9001:2015 system, policies, and procedures.</p> <p>Comply with all OHS policies, plans, and procedures.</p>
<p>8. Other duties as directed.</p>	<p>Demonstrate a willingness to take on other duties as their own work commitments may fluctuate from time to time.</p>

5 Key Criteria

5.1 Qualifications

No formal qualifications required, but degree or diploma accreditation in business, procurement, logistics or other related field would be highly regarded.

Experience in this domain preferred but not essential.

5.2 Must Have Attributes

- Attitude of care and thoroughness towards assigned tasks.
- Ambition to improve personal profession skills and motivated to continually improve business processes.
- Attention to detail and high level of accuracy.
- Good written & oral communication skills.
- Computer literacy.
- Strong fit with BlueZone Company Values: authentic, supportive, strive for excellence, build strong relationships, and have fun.

5.3 Experience

Two years' experience in a similar role preferred. However, a culture and values fit candidate is of highest importance.

Relevant experience would include:

- Procurement
- Logistics, import and export, and customs management
- Supply chain management
- Administration and bookkeeping
- Inventory management

5.4 Ideal Candidate Profile

Ideal candidates will exhibit the company values as they will reflect their personal values. They will endeavour to contribute to the company vision and goals by striving for excellence when performing their tasks and contributing to the continuous improvement of our organisation.

The successful applicant will be professional, confident, self-motivated, and self-disciplined. They will have excellent communication, interaction and business ethics skills and be a well organised achiever. The candidate will be able to perform at a high level with minimal supervision to stay on top of their tasks and endeavour to develop the role and improve efficiencies where they can be found.

5.5 Skills

5.5.1 General

- Good oral and written communication skill to people at all levels and strong interpersonal skills.
- Accurate and highly attentive to detail.



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- Able to co-ordinate workload and set priorities in multitask environment and able work under pressure and meet deadlines. Work with the team.
- Forklift Licence desirable or willing to be trained.
- Current drivers licence

5.5.2 Computer Skills

- Computer literate –Microsoft Outlook, Word, Excel, Power Point.
- Experience with Microsoft Business Central 365 or NAV desirable.