



Purchasing and Inventory Co-ordinator

- Maryborough (Vic) Based
- Full-time permanent position
- Excellent Remuneration Package for the right person
- Dynamic FMCG Manufacturer

True Foods is a modern day success story of the FMCG industry and the home of Simson's Pantry products. Based in Maryborough (Victoria), we are a 100% Australian owned and operated business that prides itself on manufacturing quality speciality bakery products. We produce an impressive suite of products which include: Simson's Pantry Summer Herb, Four Seeds, Black Rice Gluten Free and Premium White and True Foods Not Just Naans, Dipping Breads, Gluten Free Wraps and our Traditional Roti Wraps.

Reporting to the head of Supply Chain and working as part of a small collaborative team, this is a key role that will see you build and maintain internal customer and external supplier relationships. You will be an experienced purchasing/inventory professional who is innovative and always on the lookout for new ways of reducing risks associated with supply and quality whilst ensuring profitability.

The key requirements of the role includes:

- Maintain inventory levels within agreed stock turn and service level requirements
- Ownership and accountability for maintaining the integrity of Inventory records
- Raising supplier purchase orders and maintain purchase order accuracy within the system
- Expedite orders to ensure timely receipt to meet production schedules
- Investigate and source new materials, packaging and alternative avenues of supply
- Manage cycle counting to ensure inventory accuracy
- Negotiate pricing with suppliers

Key skills and behaviours required include:

- Your commitment to OH&S
- Experience in a procurement or planning environment including Scheduling, Inventory and Purchase order management
- Sound knowledge of MRP principles and practices
- Clear written and oral communication skills
- Advanced Excel skills, proficient with PCs generally
- Willing to accept new challenges and responsibilities as business requirements change
- Ability to work autonomously while fulfilling the requirements of the position
- Strong attention to detail and accuracy with clear time management skills
- Hard working and self-motivated with a desire for career advancement through a thirst for knowledge across various departments
- Positive attitude and a team player

You may be required to work outside of normal business hours (8.30am till 5pm) to meet the business needs. Therefore, a flexible and willing approach is required.

If you would like to be considered or are interested in this role, please Helen, HR Department for further information.

If you believe you have the necessary skills and experience to fulfil the above role please submit your covering letter and resume quoting PO2018 to careers@truefoods.com.au or apply online at seek.com.au.