



Ravensdown Fertiliser

Co-operative Limited

POSITION DESCRIPTION

POSITION TITLE: STORE – PURCHASING PERSON **AGREED:**
DATE:

REPORTS TO: Engineering Services Manager **AGREED:**
DATE:

WORKS: HORNBY

REGION: SOUTH ISLAND

DATE: September 2004

PREPARED BY: Keith Grant

PURPOSE: To plan, co-ordinate and improve the running of the maintenance store, issuing of goods from the store and assigning these goods to appropriate CMMS work orders over the fixed term contract.

DIMENSIONS: Direct Reports: nil
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NATURE & SCOPE:

Ravensdown is a consumer co-operative driven by the needs of its shareholders, the land users of New Zealand. Ravensdown's mission is to enable land users to maximise the fertility of their soils through analysis, advice and supply of the appropriate materials where and when required at the lowest sustainable net cost.

The Store Purchasing person reports directly to the Maintenance Supervisor and Engineering Services Manager. They also co-ordinate and oversee the delivery of services and goods purchased by themselves and others from suppliers to dedicated areas.

The incumbent will liaise with the Maintenance Supervisor, Maintenance and department staff and/or department Managers to identify and organise the purchase of goods or services required on site which will assist with achieving the overall works objectives of optimum efficiency and ensure that the maintenance spare and goods are delivered in an effective and timely manner is a key role.

This will ensure that Ravensdown will continue to meet the needs for fertiliser products of its farmer shareholders at the lowest possible cost it is vital that Ravensdown continually seeks to minimise its costs whilst meeting service and quality standards.