



**Job Title: Assistant Harvest & Inventory Manager**

**Department: Post Harvest**

**Reports to: Harvest and Inventory Manager**

### **ROLE OBJECTIVE**

To manage the regional inventory, optimising the harvest, supply and distribution of kiwifruit inventory from orchard to market as per supply plan and ensuring specific scheduling, storage and packing requirements are met.

### **KEY RESPONSIBILITY: Inventory Management**

#### **DUTIES**

- Plan and execute a well-coordinated and timely harvest.
- Identify fruit for period 1 conditioning and kiwistart programmes, UFI storage, and late shipment programme.
- Ensure that packed product is managed in a timely manner to meet contractual loadout commitments between Seeka and IFSL/Zespri.
- Manage the inventory to meet specific product policy outcomes, eg Taste etc
- Optimize the returns for the grower pools associated with the region.
- UFI estimation
- Manage Gold product, temperature and colour management in conjunction with Coolstore.
- Liaise with IFSL order and supply personnel on appropriate allocation of orders to sites.
- Maintain an order priority system for shipping in conjunction with harvest and inventory
- Advise Coolstore management relating to priority movement of fruit.
- PPQI & RK analysis
- Analyse and report on post-harvest region product data (both onshore and offshore)
- Timely management reporting pertaining to region inventory
- Liaise with Seekafresh order and supply personnel on appropriate allocation of orders to meet export plans for avocados.
- Any other duties as reasonably required

#### **KEY MEASURABLES**

- Minimise fruit loss over submit
- Achievement of budgets in inventory management
- Meeting IFSL supply plan targets
- Achievement of quality outcome with regard to the fruit inventory
- Allocation not exceeding supply plan specifications
- Maximise income in relation to order and supply timing
- Offshore outturns

- Optimising supply of specially programmed fruit, eg Taste
- Timely reporting and communication of information pertaining to inventory

#### TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Microsoft Office Suite: Intermediate
- Data Analysis: Experience extracting useful information and translating it into actionable objectives
- Software/Technology: Previous experience using software and other computer based technology either in Seeka specific programmes or using a similar software platform
- Role specific knowledge: logistics knowledge
- Industry Knowledge: Experience working within kiwifruit, horticulture or primary industry
- Process Implementation: Experience implementing company process or policy

#### PERSONAL ATTRIBUTES

- Strong verbal and interpersonal skills: Able to communicate clearly and effectively and at the appropriate level with various types of people (i.e. with senior managers, colleagues, contractors and the public).
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.

#### SIGNED IN AGREEMENT

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above.

\_\_\_\_\_ Date:

Signed in agreement by the employee

\_\_\_\_\_ Date:

Signed on behalf of Seeka Limited