

POSITION DESCRIPTION

Job Title: Order Allocation Planner

Department: Supply Chain

Location: Seeka Head Office

Reports to: Planning and Supply Manager

POSITION PURPOSE:

The Kiwifruit Order Allocation Planner is responsible for coordinating and managing the allocation of kiwifruit orders across markets, ensuring customer requirements, quality specifications, and shipping deadlines are met. The role is key in balancing supply availability with sales orders, optimizing packhouse and coolstore throughput, and supporting the delivery of premium fruit to global markets.

KEY RESPONSIBILITIES:

DUTIES

- Allocate kiwifruit orders to meet customer, market, and shipping requirements in line with company policies and priorities.
- Optimisation of inventory through allocations to deliver lower fruit loss and maximised income streams using the business rules set by Seeka and associated external Entities.
- Working with Allocation Manager and Planning and Supply Manager to ensure all external business rules are adhered to (Pack plan, Japan plan, Kiwistart etc.).
- Collaboration with Load Out/Coolstore/EDI staff to develop a joint approach to moving the correct fruit.
- Allocation of Zespri orders to Seeka and any external entities.
- Optimise the movement of Kiwistart fruit to meet the Zespri business rules.
- Identifying shortages or surpluses and communicating these through to Zespri.
- Understand and implement Seeka and Entity fruit management rules and restrict orders where appropriate (e.g. saving taste for Japan) and communicate requirements to loadout/pick list staff to maintain buy in and compliance.
- Work with supply team to develop a loadout plan post Kiwistart.
- Communicating with the Planning and Supply Manager during repacking season to advise of upcoming order demand.
- Fulfil Seeka Special Programmes as a priority.
- Communicate with Allocation Manager and Planning and Supply Manager any concerns about data inconsistencies that can affect inventory maximisation.

KEY MEASURES

- Kiwistart fruit moved in a timely manner.
- Business rules met.
- Accuracy and timeliness of order allocations.
- On-time shipment performance.

- Maximisation of income vs minimization of fruit loss.

TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- Knowledge of the Kiwifruit Industry
- A high level of computer literacy
- Strong communication skills
- Strong organisational and analytical skills
- Ability to remain calm and work efficiently and methodically under pressure
- Work well in a team environment but also comfortable to working autonomously

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. I understand that this position description may be reviewed as required and changes any changes considered appropriate, will be done in consultation.

_____ Date:

Signed in agreement by the employee

_____ Date:

Signed on behalf of Seeka Limited