

Job Title	Demand Planner
Location	Bairnsdale
Reports to	Demand Planning Manager
Time Fraction	Permanent Part Time
Position Tenure	
Probationary Period	A three-month probationary period will apply

DENNISON FOODS MANUFACTURING

Dennison Foods Manufacturing (DFM) was established in 1999 by Peter and Julie Dennison and is now a 2nd generation and still privately owned business after it was bought outright by Jeremy Dennison in 2012. Jeremy is passionate about innovation, investing in the business for future growth and manufacturing excellence.

POSITION OBJECTIVES

The Demand Planner position is responsible for supporting the Demand Planning Manager in the management and coordination of all procurement, planning & transport activities which support the customer service and inventory objectives associated with DFM customers and products nationally.

The role plays a key support to the Sales and Operation Planning process and drives alignment with cross functional partners such as Business Development, Customer Service, Production, Stores, Quality and Finance in order to achieve best class production accuracy.

VISION

DFM is a '**can do**' business that provides **quality** products to its customers

MISSION

To operate a **sustainable** business by being innovative and invest in the latest technology.

To provide **flexible** solutions which exceed customer demands

To be the manufacture of choice for **quality** foods

ORGANISATIONAL VALUES

- Integrity** - We do our jobs to the best of our ability and do what we say we are going to do.
- Determination** - We welcome challenges as an opportunity to demonstrate strength of character through flexibility and resilience.
- Pride** - We take responsibility in our actions and are accountable for the outcomes. We are proud of our brand, our colleagues and our achievements.
- Collaboration** - We work together as a team to achieve our mission and vision.
- Accomplishment** - We all contribute to achieving our set goals.

PRIMARY RESPONSIBILITIES/

- Data entry (purchase orders, product setup and finished goods set up) into the system associated with purchase orders.
- Placing purchase orders.
- Acknowledgement of customer orders and entering into the system.
- Reconciling – invoices and stock invoices and stock (this is relevant to the management of all raw materials and manage the accounts process for all demand planning purchases).
- Monitor any work in progress (WIP) product to minimise any wastage and clearly communicate movements of raw materials required in time for production with support of Demand Planning Manager.
- Develop and foster strong internal relationships with core stakeholders, Productions, Stores and Finance to deliver consistently high customer satisfaction levels.
- Be the support contact for any demand planning issues for all Sales, Quality, Finance, Supply Chain and Operations.
- Maintain Inventory Management systems and software to enable accurate records of raw materials and finished goods in Bairnsdale and national distribution centres.
- Proactively highlight and address supply chain risks and issues that could affect the business particularly in relation to product lifecycle.
- Management of all raw materials stock takes and reconciliation of stock reports, ensuring an optimal supply of raw materials and packaging products to the site so that manufactured goods meet future sales demand.
- Liaise with QA or direct report to finalise all credits and returns.
- Liaise with QA ensuring all requirements for tracking details for raw materials are met.
- Support outward (national) and inward freight and communicate any potential delays/storage issues with appropriate personnel.
- Support the management of accounts process for all demand planning purchases and reconciliation of pallet movements.
- Coordinate planning meetings with key internal stakeholders.
- Regularly review and refine systems and processes to continually improve our ability to meet the requirements of DFM and our customers.
- Maintain and update Standard Operating Procedures (SOPs) as required; and
- Actively engage in cross functional training to meet business requirements.

RESPONSIBILITIES SPECIFIC TO ALL POSITIONS WITHIN DFM:

- Adopting at all times a professional view that promotes DFM's vision, mission and values.
- Maintaining at all times confidentiality and integrity of information associated with DFM and use discretion and diplomacy in dealing with issues which are of a sensitive nature;
- Promoting a culture of responsible risk management including the fulfilment of any obligations such as OHS, merit and equity, discrimination and harassment;
- Performing duties in a satisfactory, timely, accurate and professional manner, demonstrating a flexible and responsible attitude, developing and maintaining effective working relationships;
- Staff will abide by the Terms and Conditions of their Contract of Employment, and comply with DFM's policies, procedures and practices;
- Staff can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level. In this instance, these will normally be as directed by the Managing Director;
- Specific performance targets will be negotiated as part of the DFM's performance review process.

QUALIFICATIONS AND EXPERIENCE

- Experience in stock ordering processes or financial background

SKILLS, KNOWLEDGE AND ATTRIBUTES

- Strong interpersonal skills to effectively interact with both internal and external customers and suppliers
- Excellent planning and execution skills with proven attention to detail
- Good communication skills both written and verbal
- Excellent organisation skills and the ability to adapt and prioritise
- Computer literate and proficient in using Microsoft Office especially Excel
- Continual improvement mindset

JOB DEMANDS CHECKLIST

DFM endeavours to provide a safe working environment for all staff. The table below describe the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:

I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				X	
Standing	Remain standing to perform tasks			X		
Walking	Periods of walking required to perform tasks			X		
Bending	Forward bending from waist to perform tasks		X	X		
Kneeling	Remaining in a kneeling position to perform tasks		X	X		
Lifting / Carrying	Light lifting and carrying			X		
	Moderate lifting and carrying			X		
	Assisted lifting (mechanical, equipment, person assist)					X
Climbing, Working of Heights	Ascending and descending ladders, stools, scaffolding					X
Pushing / Pulling	Moving objects e.g. trolleys		X			
Reaching	Arms fully extended forward or raised above shoulder		X	X		
Crouching	Adopting a crouching posture to perform tasks		X	X		
Foot Movement	Use of leg and/or foot to operate machinery					X
Head Postures	Holding head in a position other than neutral (forward facing)			X		

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Fingers/Hand/Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				X	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands				X	
Driving	Operating a motor-powered vehicle e.g. Use of DFM cars, deliveries, ride on mower, forklift etc					X
Environmental Demands						
Gases	Working with explosive or flammable gases requiring protective measures					X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)		X			
Noise	Environmental/background noise necessitate people raising their voice to be heard			X		

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment

Employee Signature Date

Managing Director Signature Date

Employee Name (Printed)

Jeremy Dennison