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| **Position:** | Assistant Category Manager |
| **Department:** | Wholesale |
| **Reports to:** | Category Manager |
| **Direct Reports:** | Nil |
| **Our Vision:**  *“To be an Australian family business sourcing and marketing high quality fresh produce”.*    **We value:**  **Teamwork:** We consider everyone at Flavorite as our extended family and every member of our team is important.  We share ideas and solve problems collaboratively.  **Leadership:**  We lead ourselves and we lead others to deliver our vision.  **Passion:**  We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.  **Reliability:** We can be relied upon to do what we say we will do and what we need to do.  **Ethics:**  We have the highest ethical standards and value honesty, responsibility and accountability in all we do. | |
| **Position Purpose:** | |
| The Assistant Category Manager is responsible for assisting their assigned Category Manager with the planning, directing and control of all aspects of that wholesale area to ensure customer satisfaction, orders are fulfilled achieving budgets while managing suppliers expectations of market price. | |
| **Key Result Area:** | **Specific Tasks:** |
| **Wholesale Operations** | * Support the Category Manager to;   + Achieve forecasted sales   + Maintain strong relationships with wholesale customers while being focused on customer service   + Ensuring sufficient sales are generated to create efficient stock rotation   + Communicate with suppliers’ market pricing, stock requirements and any quality issues   + Manage efficient stock control   + Manage the category during the Category Managers leave/absence * Ensure that customers receive correct quantity/type of product(s) * Ensure deliveries are carried out in an efficient/timely manner * Consolidate store orders to the details provided on delivery docket * Rotate stock to minimize wastage * Communicate with transport manager/truck drivers and coordinate stock/pallet movements * Check accuracy of all freight dockets * Ensure displays are set up to required standard and maintained |
| **Customer Management** | * Maintain productive business relationships with customers and growers to enable Flavorite to continually grow, meet annual budget requirements and shareholder expectations. |
| **People Management** | * Build and maintain effective relationships with team and key stakeholders. * Ensure all actions conform to all market bylaws |
| **Administration** | * Maintain all floor records required as per quality assurance program * Ensure that stock is balanced daily * Ensure all quality assurance requirements are carried out * Maintain documentation requirements including but not limited to freight dockets, pallet movements, delivery dockets as required. |
| **Continuous Improvement** | * Review industry advancements and practices * Participate in management/company meetings and training courses * Continuously review processes and procedures to ensure best practice and maximum efficiency |
| **Workplace Health & Safety** | * Be an advocate for OH & S compliance * Maintain clean and efficient market areas * Ensure forklift safety rules and regulations are enforced in the market * Have personal knowledge and practice in safe operating procedures * Assist Management of Injuries, near misses and potential hazards |
| **Person Specification:** | |
| **Mandatory Qualifications / Skills:** | * Current Forklift licence * Current Drivers licence * Previous Wholesale Market experience * Intermediate computer skills (Microsoft Office) * Maintain accurate records and appropriate reporting |
| **Desirable Qualifications / Skills:** | * Established client base will have the advantage * Knowledge of the Horticultural Code of Conduct * Relevant tertiary qualifications, or equivalent practical experience * Experience / knowledge of OH& S legislation and regulations First Aid Certificate |
| **Personal Attributes:** | * Punctual and reliable * Strong analytical skills * Organised and process driven * Leadership and negotiation skills * Understand urgency of customer demands * Strong communication and interpersonal skills * Demonstrated self-motivation and initiative * Able to develop relationships and influence change |

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.