



JOB DESCRIPTION

Job Title: Stores Product Coordinator
Location /Area: Mt Hagen & Dobel Supermarkets
Reports to: Highlands Butchery Sales & Marketing Manager
Subordinate: Tininga Stores Sales Merchandisers
Interacts with: Freezer Supervisors &Managers/Store Managers/Quality Coordinators

Purpose (Overview):

Maximize potential Sales & pull through of HB products by ensuring high standards of chilled & frozen product presentation while managing display and stored product ensuring chilled product is cycled as defined in the “Management Processes” , tracking product distribution in all Tininga Stores, finding ways to trigger consumer interest, recommending reorder quantities while ensuring 100% of the range is on display and available for sale at all times.

Key Responsibilities:

- **Range** - Ensure 100% of both Chilled & Frozen range is on display at all times in the 3 x designated Supermarkets (Best Buy/ Hagen Central / Dobel Super).
- **Range** - Maintaining full ranges of both Chilled and Frozen small goods presented as per planogram
- **Quality** - Ensure the Chilled & Frozen daily in store procedures follows the details specified in the “*Instore Chilled & Frozen Management Process Plans*”
- **Quality** - Maintain product integrity at all times by ensuring strict adherence to the shelf life schedule as specified in the “*Instore Chilled & Frozen Management Process Plans*”
- **Quality** – Daily checks and necessary action (applying “special “& “Price Reduction”)stickers on short shelf life products ensuring all short life specials are sold out and not sent to waste
- **Quality** - FIFO method of stock rotation must be followed at all times – shelf & Freezer displays, cold rooms & freezers
- **Quality** – Liaise with stores freezer Managers/Supervisors to ensure the Daily Temperature checks are completed & strictly monitored 3 x a day... main area to focus is chiller displays.
- **Presentation** - Designing and setting up strong & enticing product displays in both chiller displays and coffin freezers...strong ticketing & product & brand identification
- **Presentation** - Assisting with pricing (maintain uniform pricing on the far-left hand conner of the product)
- **Stock Management** - Daily Movement of stock from storage area (chiller & freezer rooms) to chiller display area must follow FIFO practices
- **Stock Management** - Daily monitoring of stock levels & assisting/recommending stock orders to Store Management and following up from delivery to stores to both both Cool Rooms & Freezer Rooms to ensure FIFO lay out is maintained

- **Stock Management** - Ensure all price reductions are recorded and signed off daily by the Freezer and Stores Managers according to the sign off authority levels
- **Stock Management** - in the event there is any disagreement with Freezer or Store Managers on price reductions then escalate the issue to the Group Retail Manager

Policy and Procedure

1. Follow and implement company policies and directives from senior management explaining these to staff under your control.
2. Familiarize yourself with the general Tininga Procedure and Policy Manual and be willing to explain to colleague staff.

Personal Qualities and Competencies

1. **Teamwork** – Is considerate of and welcomes others' views and feedback. Contributes to building a positive team spirit and good morale amongst staff gaining commitment to goals and objectives.
2. **Interpersonal Skills** – Focuses on solving conflict and moving forward. Maintain confidentiality and listens to others without interrupting. Keeps own emotions under control and remain open to others' ideas.
3. **Individual** – Sets strong personal example, mature and stable temperament. Strong work ethic and ready to learn responsibilities.
4. **Punctuality and Attendance** – always early for work and does not leave work without authorization from supervisor or manager. Fills in leave form and gets authorization before taking days off from work.

Qualifications and Skills:

1. Minimum of a high school qualification or equivalent experience.
2. Strong planning & Organizing skills
3. Attention to detail with high standards of presentation
4. Ability to work under strict timelines
5. Capable of achieving and maintaining high standards without direct supervision
6. Team player with ability to engage positively with this you interact

Employee and Employer Signatures

Employee Signature: Date.....

Sales Manager's Signature: Date.....

Butchery Operations Signature: Date: