



Role Profile

Procure and Imports Manager

Key Responsibilities

- Setting up the Supply Chain for all imported products from manufacturer to the DC in Cape Town
- Set up and validation of Value Chain
- Negotiating best price
- Negotiating preferential terms of supply
- Accurate cost control
- Finding creative solutions around consolidation
- Reporting on core brand performance
- Monitoring, via a project plan, all aspects of the importation process in conjunction with line manager and Hartrodt
- Ensuring adequate shelf life for imports
- Ensuring all certification such as Organic & other product claims are on file for each product
- Ensuring all paperwork and formalities are in place to complete the importation process. NB EUR1 process
- Ensuring no fines or demurrage costs are incurred at port
- With planning team managing stock, cash and order pipeline.
- Finance processes including payments and inter company transfers
- Reconciliation of goods received, invoices vs original sales contract and any other charges

Relationships

- Working very closely with Wellness Warehouse Planning and managing expectations
- Working closely with Wellness Warehouse Finance teams
- NEO Trading & other key accounts
- Absolute Organix team
- The DC team
- The Hartrodt team
- International suppliers

Core Skills and approach

- Excellent project management skills
- Excel skills
- Excellent problem solving skills
- Excellent communication skills
- Numerate, and very comfortable in an analytical environment
- Attention to detail, and accurate
- Reliable and gets the job done

Experience

A minimum of 4 years experience in a similar role essential

Reporting

THH Head of Business Development