



Job Description

Position title:	EDI Assistant Manager
Reports to:	EDI Manager
Direct reports:	No direct reports, however may lead 3x EDI/EAN Operators and other short-term staff as required to fill operational needs
Liaise with:	
Internally	<ul style="list-style-type: none"> • DMS Inventory, Logistics and Supply Manager • Site Management team • Harvest Coordinator • EDI/EAN Operators • Quality Controllers • All DMS site staff
Externally	<ul style="list-style-type: none"> • Zespri EDI Support • AVOCO • Support Yieldia when required

Main Purpose

- To control the flow of data from Packhouse through to Zespri.
- To maintain the integrity of the data and ensure accuracy at all times.
- To ensure all packs produced from the packing line are affixed with a bar-coded label that reflect accurate grower information, size and variety.
- To ensure all pack information is recorded accurately in the database system.
- Provide support/back to the site EDI Manager.
- Provide day-to-day guidance, training and support to the EDI/EAN team.
- Support the Shipping Team when and if required.
- Support the effective delivery of DMS Data Management strategy and continuous improvement of EDI functions roles within the business

Please note that due to the seasonal nature of the industry, at times there is a need for additional duties to ensure consistency with workflow to meet business requirements.

Principal Tasks

Function Description		EDI Assistant Manager	
Key Areas	Actions	Targets and measures	KPIs
Data Control	<ul style="list-style-type: none"> • Ensure that the Packhouse data being entered is accurate and timely • Work with the Quality Controllers to ensure any product security restrictions are acted on and that all affected fruit is captured by the restriction. • Ensure all data is sent through to Zespri on a regular basis. • Ensure all pallets are located in a Coolstore by electronic Fresh Mobile or manual entry. • Control all data from Condition checking and Repacking. • Enter data for grower reports and feedback. • Applying and updating data for market restrictions • Support EDI Operators for Load out allocations • Keep track of donor pallets in coolstore. 	<ul style="list-style-type: none"> • No critical non-compliances due to the EDI area 	<ul style="list-style-type: none"> •
EAN (European Article Number)	<ul style="list-style-type: none"> • Have a clear understanding of the system (EAN module of database system). • Keep system updated with grower pack run and fruit information. • Ensure packs have correct labels. • Present pallet documentation and labels to customers specifications. • Coordinate with QC's and Production Supervisor. • Ensure compliance with BRC standards. • Ensure compliance with Health & Safety per company policy 	<ul style="list-style-type: none"> • Ensure labelling is true and accurate at all times (i.e. EAN labels and pallet cards) • No non-compliances and PINS • Correct labels and pallet cards on all pallets • Pallet Validation in all time 	<ul style="list-style-type: none"> •

EDI / EAN Team Training and Management	<ul style="list-style-type: none"> • Training staff, in setting up and maintaining Radfords software, ensuring the correct procedures and processes are in place to manage data integrity and procedural adherence. 		<ul style="list-style-type: none"> • EDI / EAN Team Training and Management
Other	<ul style="list-style-type: none"> • Assistance with project work or with other activities within the Information Systems function on-site as required. • Support other Information Systems staff. • Assistance with load-out administration when requested for export and local markets. • Assist with all Data aspects of Kiwifruit/Avocado processes • Sending Packout Reports for Avocados in a timely manner 	<ul style="list-style-type: none"> • Reports are accurate and on time 	<ul style="list-style-type: none"> •

Supporting Tasks

Staff Supervision and Leadership

- Provide clear leadership and direction. Secure and hold active cooperation of employees, inspiring confidence and motivating them to deliver the stated business objectives.
- Act as a professional role model to staff.
- Assist employees in seeking more responsibility and encourage them to handle tasks in the way they think best.
- Ensure all staff receive adequate training to carry out their role in a manner that is safe, appropriate, efficient and effective while maintaining a high level of customer service.

Team Culture

- Actively contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussions and share all available information with peers, colleagues and managers.
- Act with dignity and fairness in dealing with others and share information/resources as required.
- Ensure diversity and inclusion is maintained in the workplace.

Health and Safety

- Actively promote and ensure H&S compliance in the workplace.
- Promote the safety of staff within your areas of responsibility, including the management of hazards.
- Assist and train staff in terms of organisational systems and health and safety knowledge and basic skills where applicable.

General

- Maintain a customer-focused approach, representing customers' best interests at all times.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Continue to develop new skills and knowledge, proactively seeking out training relevant to your role.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.

Projects and Administration

- Undertake projects as requested from time to time, ensuring this is done in a manner that shows initiative and will ensure self-development.
- Complete forms, reports and other paperwork promptly, clearly and accurately.

Administration

- Complete forms, reports and other paperwork promptly, clearly and accurately.

	ESSENTIAL	PREFERRED
Qualification		<ul style="list-style-type: none"> Tertiary qualification or studies within a business management or similar field
Experience	<ul style="list-style-type: none"> Developing the ability to train, supervise and lead staff Experience in data management and inventory systems is required 	<ul style="list-style-type: none"> Experience within the kiwifruit industry
Skills	<ul style="list-style-type: none"> Excellent planning, prioritising and time management skills, as this job is very demanding during peak season Good communication skills and be a team player Accurate data entry and maintaining inventory records 	
Attributes	<ul style="list-style-type: none"> Highly self-motivated and able to work unsupervised High level of empathy and understanding within a diverse workforce Committed to health and safety in the workplace Solution-oriented Flexibility with hours of work Have lots of energy, be enthusiastic and have a can-do attitude 	