

## GROUP 2

<b>JOB TITLES</b>	<b>SHORT DEFINITION</b>
Materials Manager	Holds responsibility for materials planning, purchasing, management. In most cases the materials manager will head up a multi-functional team, covering a range of logistics related occupations including inventory planners, purchasing staff, etc.
Packaging Manager	Manages the planning and organisation of the packaging department and related logistics activities. Would work with other departments (production, SCM, marketing, maintenance) and external suppliers and be able to understand their needs, requirements problems and suggestions.
Purchasing/ Procurement Manager	Analyses the provision of services that have been arranged under the contracts with suppliers. Evaluates, analyses the performance of suppliers against the service level agreement for the appropriate contract. Develops and manages contracts with suppliers in order to ensure timely delivery of goods, materials and the provision of services. Performs benchmarking studies and market analysis to be continuously up-to-date on latest trends and technologies. May re-negotiate the agreements to better fit the company long term strategy.
Purchasing Officer	Supports the management of the day to day ordering and delivery of materials and provisions of services that have been arranged under the contracts with suppliers. Ensures the deliveries are on time and in accordance with the contract specification. Monitors and evaluates the performance of suppliers against the service level agreement for the appropriate contract.
Purchasing Clerk	Supports the day-to-day ordering and delivery of materials and provision of



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	<p>services that have been agreed under the contracts with suppliers. Processes purchase orders and payments and liaises with both suppliers and customers.</p> <p>The objective is to ensure that all materials and services are delivered on time and to the required quality in accordance with the Subcontract. The role requires a proactive approach to identify any risks to schedule and quality performance and to support the early implementation of recovery plans to mitigate the impact on the performance of the organisation.</p>
Stock/ Inventory Controller	<p>Makes sure stock is kept at the correct level to meet demand and ensure replenishment is ordered on a just in time process to avoid the cost of carrying excess.</p> <p>He must take into account that some goods or packaging may be re-used according to specific rules.</p> <p>Ensures safety of stock. For example he must be aware of the dangerous and/or polluting nature of the goods and packaging to isolate them from the others.</p>