



Job Description

Position title:	EAN Operator
Reports to:	EAN/EDI Manager
Direct reports:	N/A
Liaise with:	
Internally	<ul style="list-style-type: none"> • EDI Manager/EDI operator • Quality Supervisor/QCs • Production Manager/ Supervisor • Cool store Manager/2IC • Floor Supervisor/staff • Tray supply Supervisor
Externally	N/A

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.

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



Principal Tasks

Function Description	EAN Operator
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Key Result Areas	Actions	KPIs	Target
Data Control	<ol style="list-style-type: none"> 1. Ensure Packhouse data being entered is accurate and timely. 2. Work with the Quality Controllers to ensure any product security restrictions are acted on and that all effected fruit is captured by the restriction. 3. Ensure all data is sent through to Zespri on a regular basis. 4. Ensure all pallets are located into a Coolstore by electronic (Dolphin Scanners) or manual entry. 5. Control all data from Condition checking and Repacking. 	Non compliances due to EDI error	Nil non-compliance
EAN (European Article Number)	<ol style="list-style-type: none"> 1. Have a clear understanding of the system (EAN module of database system). 2. Keep system updated with grower pack run and fruit information. 3. Ensure packs have correct labels. 4. Present pallet documentation and labels to customers specifications. 5. Coordinate with QC's and Production Supervisor. 6. Ensure compliance with BRC standards. 7. Ensure compliance with OSH 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) • Non compliances and PINS • Correct labels and pallet cards on all pallets 	100% accuracy Nil non-compliance
Other	<ol style="list-style-type: none"> 1. Assistance with project work or with other activities within the Information Systems function on site as required. 2. Support other Information Systems staff. 	Timeliness & accuracy of reports from the site	



Supporting Tasks

General

- Assist the Site Manager and Management Team in meeting overall business objectives.
- Maintain a customer focussed approach, representing customers best interest at all times.
- Take initiative in promoting DMS and its services at appropriate opportunities.
- Continue to develop new skills and knowledge. Be proactive in seeking out training which is relevant to your role.

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.

Projects

- Undertake projects as requested from time to time, ensuring this is done in a manner that shows initiative and will ensure self-development.

Team Culture

- Contribute to site and DMS team culture, strategies and initiatives.
- Live the DMS Core Values
- Participate fully in group activities and discussion 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.

Administration

- Complete forms, reports and other paperwork promptly, clearly and accurately.
- Maintain appropriate dress and demeanour and uphold acceptable standards of tidiness and cleanliness in the workplace.
- Maintain adequate hard and soft copy records.
- Ensure security and confidentiality of records is maintained.
- Undertake additional tasks upon request and as time permits.



Person specification

	ESSENTIAL	PREFERRED
Qualification		
Experience	<ul style="list-style-type: none">• Experience overseeing data management and/or inventory systems and	<ul style="list-style-type: none">• EAN/EDI experience an advantage• Experience within the kiwifruit industry
Skills	<ul style="list-style-type: none">• Accurate data entry and maintaining inventory records• Excellent time management skills, as this job is very demanding during our peak season• Good communication skills and be a team player	
Attributes	<ul style="list-style-type: none">• Have lots of energy, be enthusiastic and have a can-do attitude• Flexibility with hours of work	