

Position Description

Position Title:	Trading & Sourcing Specialist	Date:	August 2025
Location:	Support Hub, Auckland	Reports to:	Trading Lead
Department:	Trade	Direct reports:	None

Who we are:

Welcome to **Ngahua Retail**, the retail arm of Tahua Group Ltd. We're home to three exciting and great Kiwi Businesses; **Number One Shoes + Hannahs**, **Torpedo7**, and **The Outlet**.

Number One Shoes + Hannahs is a heritage footwear retailer with deep roots in Kiwi communities, bringing together two of New Zealand's most recognised shoe brands under one banner. With a strong national footprint and loyal customer base, this brand continues to deliver affordable, stylish footwear for families for everyday life.

Torpedo7 is our outdoor and adventure brand, focused on helping New Zealanders get the most out of life through its online platform and curated gear offering. And our newest concept, **The Outlet**, launched in 2025, brings incredible value across a range of leading brands, offering customers a bold, no-frills retail experience with great product at unbeatable prices.

Together, these brands represent the diversity, energy, and innovation that drive Ngahua Retail forward. As **One Retail Team**, we celebrate the individuality of each brand while staying united by a shared passion for delivering great customer experiences, bold thinking, and future-focused retail.

Why you'll love this role:

This is a unique chance to step into a commercial product role that sits right at the crossroads of sourcing, supplier management, and trading execution. As a **Trading & Sourcing Specialist**, you'll work across **Torpedo7 and The Outlet**, spotting and securing deals, supporting white-label development, and making sure stock flows are aligned to business priorities. You'll build direct experience with local and offshore suppliers, sharpen your negotiation and trading skills, and see the commercial impact of your work land quickly in-store and online. It's a role that builds the foundations for future leadership in buying, planning, or sourcing, with plenty of hands-on experience along the way.

What you'll deliver in this role:

Deal Sourcing & Commercial Opportunities

- Identify, review, and propose deal opportunities across both Torpedo7 and The Outlet; including white-label and unbranded stock. Support negotiations to secure strong margin opportunities and keep the product pipeline fresh.

Supplier Relationships & Coordination

- Manage day-to-day communications with factories and suppliers, including offshore partners. Track lead times, approvals, and documentation, ensuring all products meet compliance, brand, and quality standards.

Order & Stock Flow Management

- Support order placement, logistics coordination, and inbound tracking. Work closely with the Merchandise Assistant and TFC to ensure stock flows efficiently to the right channels and deadlines are met.

Product Lifecycle Support

- Assist in managing the critical path from product concept through to delivery. Coordinate samples, costings, compliance checks, and contribute to category review preparation.

Commercial Data & Reporting

- Track and evaluate product and deal performance with the Senior Planner. Analyse supplier offers, margin opportunities, and provide basic reporting to support commercial decisions.

Cross-Functional Collaboration

- Partner with Trade, Logistics, Marketing, and Store teams to ensure smooth handover of products into the system and onto the floor/online. Provide product information or sample support for photography and promotional activity.

Growth & Development

- Take a proactive role in building your knowledge of buying, sourcing, and retail trading. This role is designed as a development pathway, giving you the tools and exposure to grow your career.

Cross Functional Support

From time to time, you'll also support wider group retail initiatives across other Ngahua brands, contributing to end-to-end delivery where priorities align. This cross-brand exposure offers a unique opportunity to collaborate, learn, and help drive outcomes that benefit the broader retail function.

What you'll bring to the role:

- **A passion for product** – You love retail, gear, or commercial trading and are ready to grow your career in the product or sourcing space.
- **Strong organisation skills** – You can juggle timelines, supplier conversations, samples, and product lists without dropping the ball.
- **Commercial curiosity** – You want to learn how deals are structured, margins are made, and products are moved. You're not afraid to ask questions.
- **Great communication** – You're professional, personable, and confident in supplier conversations.
- **Data comfort** – You're comfortable using Excel or Google Sheets, and open to learning more advanced analytics.
- **Initiative & independence** – You'll be trusted to follow up with suppliers, track stock, and raise issues early. You take ownership.
- **Adaptability** – Whether you're helping with a spreadsheet one day or chasing a sample the next, you're flexible and helpful.
- **Some experience in retail, buying, or sourcing** – This is a development role, but any experience with suppliers, logistics, or product would be an advantage.
- **Travel** – Occasional travel across our store network or to supplier meetings (domestic), potential for international travel to facilitate or improve factory relationships and sourcing opportunities.
- **Systems** – Familiarity with ERP systems, order tracking tools, or product management systems is a plus.