Position Scope - Forklift/Storeperson

Position Classification: Service and Support

Responsible for:

Supporting all of the daily warehouse activities both inbound and outbound in ensuring prompt, accurate & efficient customer service within safe working guidelines.

Leadership/Business influence: Minimal supervision, working independently/ proficiently.

Reports to: Warehouse Management Team

Supervises: N/A

Internal contacts: Distribution & Administration Staff

External contacts: Key Transport Contractors

Main Functions and Activities

Warehouse Duties

- Scanning and put away of production stock
- Ensure all sales orders are correctly picked and checked
- Ensure all sample orders are correctly picked/ packed and checked
- Prepare cash sale orders
- Picking of Dry goods for production line
- Ensure that trucks/containers are loaded/unloaded in a safe manner, relative to COR guidelines
- Unloading dry goods - Cartons, labels & Bottles
- Operate and maintain all company Manual Handling Equipment (MHE) in a safe manner according to company guidelines
- Ensure stock rotation is maintained within best practice timeframes

- Participate in stock takes as required
- Follow procedures for recording damaged product
- Ensure housekeeping is maintained at a high standard at all times

Warehouse Administration

- Sign receipts for courier deliveries and ensure paperwork is COR compliant
- Participate in team and toolbox meetings
- Ensure that all plant and equipment is maintained to company standards
- Other tasks as allocated by the Warehouse Management team

Business Improvement

- Participate as required in regular inspections/GEMBA walks of key warehouse areas and address any areas of non-conformance
- Support all continuous improvement initiatives and cost optimisation opportunities presented from management

WH&S

- Comply with all WHS policies and procedures.
- Wear Personal Protective Equipment as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your supervisor/manager

Essential Capabilities and Experience

- Customer service skills
- Knowledge and experience in warehouse procedures
- Forklift Licence
- Truck Licence (Desirable)
- Attention to detail