

POSITION DESCRIPTION – DISTRIBUTION CENTRE

POSITION TITLE:	Distribution Centre Team – General Hand
DEPARTMENT:	Distribution Centre
LOCATION:	Will vary depending on State
ISSUED:	March 2014

REPORTS TO:	Distribution Centre Supervisor/ Manager
FUNCTIONAL RELATIONSHIPS WITH:	Provides Guidance to: <ul style="list-style-type: none"> • Nil Receives Guidance From: <ul style="list-style-type: none"> • Distribution Centre Supervisor / Manager • Customer Service Officer
DIRECT REPORTS INCLUDE:	Nil
SIGNIFICANT CONTACT WITH:	<ul style="list-style-type: none"> • Internal Departments (in particular accounts and customer service) • Freight Companies

POSITION OVERVIEW

The distribution centre is responsible for the despatch, receipt and management of goods within the organisation. Its primary objectives therefore centre on timeliness, efficiency and cost effectiveness.

This position may be engaged to work in a number of key areas within the distribution centre team. As such the duties will vary slightly depending on the unit in which the incumbent is delegated to work at any one time. The key functions of the distribution centre to which a General Hand can be delegated include despatch, receiving and general duties. As such, the core responsibilities are to ensure that all orders are despatched in a timely and cost effective manner, to correctly receive and maintain inventory into the warehouse as per the KPIs.

JOB SPECIFICATION

- Pick, pack and/or dispatch products according to appropriate paperwork.
- Prepare products for despatch, and/or receive products into store.
- Loading and unloading of trucks and other vehicles.
- Select the most suitable method of transport in terms of cost and customer service.
- Complete the appropriate paperwork/computer system, and file all relevant documentation.
- Aid the warehouse supervisor in the resolution of all enquiries.
- Participate in cycle counts and stock takes.
- Other tasks deemed suitable based on knowledge and experience as required

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PHYSICAL AND OTHER DEMANDS OF THE ROLE

This position requires:

- working on feet for most of the day, moving around various parts of the distribution centre.
- Literacy and numeric ability
- Computer skills - keyboard work

Other physical requirements of the job include:

- Repeated lifting of various weights and volumes
- Occasional bending, reaching, and stooping
- Using equipment such as lifts, wrapping machines, and others

PERSON SPECIFICATION

EXPERIENCE

- Solid experience in warehouse environment with demonstrated experience in operations and warehouse processes

EDUCATION

- Certificate IV in Warehousing (preferred)
- Forklift License (preferred)

SPECIALISED KNOWLEDGE AND SKILLS

- Experience working with PRONTO or other similar computerised business system
- Familiarity with OHS and safe work practices and understands the importance to train others to make correct decisions regarding safe work practices.
- Experience using scanners and other logistics technologies
- Sound task based communication skills, with experience dealing with both internal and external customers.
- Sound computer skills, including Microsoft Word, Excel and email software

PERSONAL ATTRIBUTES

- Highly motivated with the ability to work without direct supervision.
- Ability to analyse and pro-actively problem solve in a high volume and fast-paced work environment.
- Ability to make quick decisions within defined span of control.
- High attention to detail and accuracy.
- Accountable for work performed and sets a positive example to other members of team.
- Customer focussed and ensures that all orders and enquiries are responded to at a high standard and within established standards and guidelines.
- Enjoys working and contributing as part of a high performing team
- Works safely as an individual and ensures that teammates are safe.
- Understands that individual input and effort contributes to the overall success of the company.

OTHER REQUIREMENTS OF THIS POSITION INCLUDE

Nil

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CODE OF CONDUCT & ORGANISATIONAL VALUES

Henry Schein | Halas and its team Schein members are mutually responsible for the success of the business. The company promises to create an environment in which all TSM can realise their full potential. In return all TSM are expected to make contributions that positively impact our customers, our shareholders, our business and each other.

This includes:

- conduct to the highest degree of ethics and integrity
- creative thinking and openness to new challenges
- appreciating diversity in the workplace and treating everyone with courtesy and respect
- effective communication, which is open and honest
- modelling best practice and leadership

Company values and standards are detailed in the “Values of Team Schein“ and Worldwide Business Standards Booklet.