

JOB DESCRIPTION FORM			
Job Title:	Warehouse Manager Dandenong	Hay Grade	
Department/Group:	Business Services	Location:	Dandenong
Reporting to:	Supply Chain Director	Position Type:	Full Time
HR Contact:	HR Officer	Date posted:	
Current Job holder:		Start Date:	

1. SUMMARY OF OVERALL JOB ASSIGNMENT

The Warehouse Manager Dandenong is accountable for achieving excellence in customer service and maintaining profitability of the Dandenong warehouse.

The Warehouse Manager Dandenong will also be responsible for overall and daily performance in the areas of safety, continuous improvement, and lean distribution whilst delivering exceptional customer service.

2. MAIN ACTIVITIES / RESPONSIBILITIES

- Accountable for Dandenong Operational Budget
- Prepare and analyse weekly, monthly and annually the financial reports and performance of the site against budget.
- Implement capital projects on time and within budget.
- Continually seeking out and implementing cost saving initiatives for the site.
- Work actively with the Supply Chain team and all stakeholders to meet the company's objectives.
- Execute the site actions as directed by the Supply Chain Director.
- Propose, implement and review KPI's based on warehouse operations, cost, quality, service, safety and people. KPI's to be aligned to business goals and approved by National Supply Chain Manager.
- Effective management of team to ensure motivated and committed to best practice
- Approval of purchasing requisitions for the site team.
- Assessing and approving expenses for the site team
- Writing and submitting Capex requirements for the Dandenong W/H
- Communicate regularly with the Supply Chain Director to manage stock working within the lean process and eliminates obsolete stock being held.
- In consultation with HR, develop and manage skills matrix and performance management for all team members within the area of accountability.
- Co-ordinate and maintain the Bunnings business in respective to Dandenong site
- Maintain Operations and facility in compliance with legislative and customer driven requirements.
- Maintain facility with the highest level of commitment to good housekeeping
- Evaluate short-medium term capacity constraints and develop and implement action plan solutions to address.
- In collaboration with the Supply Chain Director and HR, effectively manage employee and industrial relations
- Manage team communication and ensure effective cross functional, interstate communication maintained to achieve effective outcomes.
- Share experience and potentially lead projects with other Knauf sites to enhance performance in regard to WH&S, Lean initiatives etc.

- compliance with Knauf policy, procedures and limits of authority
- active implementation of Knauf's workplace health and safety policy and procedures
- commitment to and demonstration of Knauf Code of Conduct and Knauf Values
- other duties as assigned from time to time

3. MINIMUM COMPETENCIES REQUIRED FOR THE JOB

Professional and/or technical competencies:

Technical Mandatory skills:

- Diploma in Business Management desirable or equivalent Management experience.
- Forklift License
- Previous experience in Logistics & Distribution Industries.
- Experience in Lean Manufacturing and Distribution
- Experience in SAP

Required skills:

- Worked with an accredited QA system.

Behavioural and/or Managerial Competencies:

- Management of warehouse teams
- Customer Service focused
- High level of integrity
- Effective communication skills
- Team player

Knowledge & Experience

Minimum 5 years' experience in a similar role, staff management and financial understanding.

Linguistic skills: English

<i>Languages:</i>	<i>Basic knowledge</i>	<i>Moderate</i>	<i>Professional Proficiency</i>	<i>Bilingual</i>
1) English	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
2)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	x	<input type="checkbox"/>

DATE OF VALIDATION:

Job Holder Name:	Supervising Manager Name:
Signature:	Signature:
Date:	Date:

Date Produced:

Authorised by: