

Job Description

Supply Chain Graduate

Overview

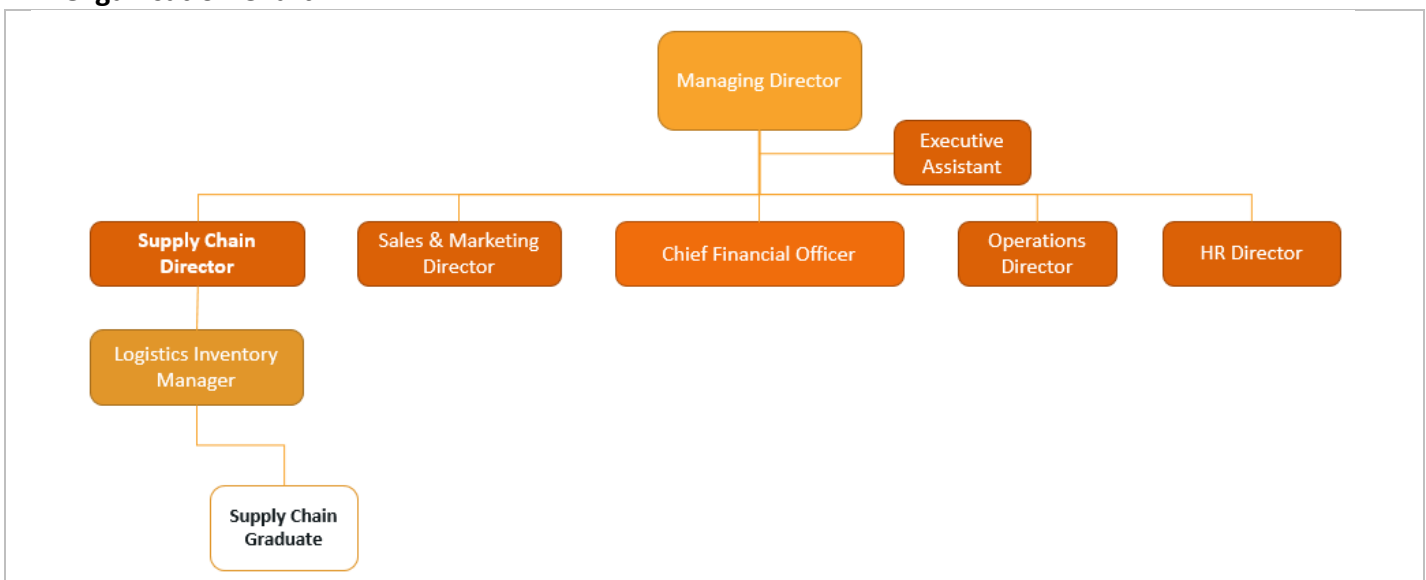
Country	Australia	Function	Business Services
Business unit	Etex Australia Pty Ltd	Location	Beenleigh
Reports to	Logistics Inventory Manager	Contract	Full Time

Our Commitment - “Working together to be our Customer's Best Supplier”

Organisation Values

Etex Values	Passion for Excellence - Through passion, innovation and adherence to the highest standards, we deliver the very best to our partners and customers. We raise the bar in everything we do and never settle for anything less than top-notch.
	Pioneer to Lead - Outperformance is something we actively seek. To deliver the most value in a changing sector, leadership means putting the customer at the centre of our continuous improvement and innovation efforts.
	Connect & Care - People working together are the essential driver of a sustainable future. We nurture teamwork, communities, partnerships and new ways of working. Even more, we provide people with all the tools and skills they need to collaborate effectively.

Organisation Chart



Job Purpose / Job Summary

The Supply Chain Graduate is to ensure the efficient and effective control and planning of finished goods and raw materials to ensure inventory levels are maintained throughout the national supply chain to support and optimize the company's goals. The Supply Chain Graduate is required to support the Logistics Inventory Manager with strong leadership support using problem solving and analytical skills to manage day to day operational issues.

Key Responsibilities

- Review KANBAN levels and recommend adjustments when needed.
- Create production orders based on KANBAN data.
- Convert customer orders (planned orders) to production orders.
- Ensure schedules are created in line with customer demand.
- Review schedules with the Manufacturing Supervisor to ensure requested delivery dates are met.
- Print production sheets as required.
- Run MRP runs for Raw Materials and purchase as required.
- Receipt all Raw Material delivery dockets into the P2D database.
- Coordinate and process all stocktakes with Warehouse Managers.
- Liaise with Warehouse Managers and Dispatch Coordinator on inventory replenishments.
- Any other duties assigned by the Managers of the company.
- Comply with and promote all Etex Australia's policies and procedures.
- Implement and maintain workplace health and safety requirements.
- Promote and maintain a safe work environment at all times.
- Ensure that work is performed in a manner that demonstrates commitment to Etex's values; relevant legislation; and important principles such as Workplace Health & Safety, Equal Employment Opportunity and Environmental Sustainability.
- Maintain a professional manner at all times and bring credit upon Etex when representing the company
- Acts in accordance with Etex Australia policy and procedures and strictly within limits of Authority
- Active implementation of the Etex Australia occupational health and safety policy
- Commitment to the Etex Code of Conduct
- Other duties and activities as assigned from time to time

Minimum Requirements

Education background and Technical competencies	<ul style="list-style-type: none"> • Bachelor's Degree – Logistics and Supply Chain Management desirable • C Class License required • MR Class License desirable • National OH&S Forklift ticket desirable • Certificate II in Transport and Warehousing desirable • Frontline Management or equivalent student or work experience essential
Language	English – moderate proficiency
Knowledge	<ul style="list-style-type: none"> • SAP experience is desirable • Proficient in Microsoft Office Suite (particularly Excel)
Behaviour	<ul style="list-style-type: none"> • Analytical skills • Able to work effectively in teams • Ability to deliver and achieve results in tight deadlines and manage multiple priorities • Clear communication & Attention to detail