

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

## 1. SUMMARY OF OVERALL JOB ASSIGNMENT

The Warehouse Manager will oversee the day to day running of the Cairns Warehouse and ensure the provision of high quality service beyond customer expectations to develop and maintain long term relationships with our customers. The Warehouse Manager is also responsible for maintaining administrative integrity of all processes and sets a high standard for inventory management, and is the champion of Safety for the Warehouse.

## 2. MAIN ACTIVITIES / RESPONSIBILITIES

The Warehouse Manager will provide effective service and support to the company's Sales and Distribution efforts while being mindful of, and compliant with budgetary provisions or constraints applicable to expenditures in the department.

The Warehouse Manager will develop and maintain effective working relationships with personnel across the Company in order to provide the highest standard of service and assistance to all internal & external customers in a timely, willing and friendly manner.

The Warehouse Manager will assist in achieving functional and departmental objectives by conducting the following activities and responsibilities:

### Activities

- Supervision of all operational staff
- Checking and authorisation of time sheets and pay records
- Selection, induction and general training of replacement warehouse personnel to meet the full requirements of their roles.
- Active implementation of Knauf's occupational health and safety policy.
  - Maintenance of Safe Working Practices and good Housekeeping Practices in the retail store.
  - Log accidents/injury details, quality non-conformance, CTE issues and other required records.
- Cycle counting as per Inventory Control Functional Plan
- Management of the stock take function
- SAP daily processing
- Ordering and Receipting of inwards Stock, goods and services
- Organisation and coordination of all despatch activities.
- Ensure effective and regular communication is used to keep all employees informed of all issues that would affect them and the business.
- Increase sales and profitability by promoting/recommend approved products and services
- Monitor financials of store including P&L, End of Day/Week/Month/Year reports
- Process store sales, operate and maintain all POS equipment
- Manage labour including creating maintaining and approval of rosters

- Stock Management:
- Monitoring and managing stock levels
- Ordering
- Monthly stock takes and adjustments
- Assisting and managing stock returns, credit procedures, debtors
- Participate in monthly meetings and support state/regional and other senior managers
- Training and development of team
- Ensure building and equipment maintenance is conducted as per policy
- Responsibility for compliance for all company policies, regulatory standards and applicable legislation

### 3. MINIMUM COMPETENCIES REQUIRED FOR THE JOB

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#### Professional and/or technical competencies:

- Hold a current forklift licence
- Hold a current drivers licence
- MR Truck licence desirable
- Previous manual handling experience
- Extensive SAP knowledge and experience.
- End of month reporting and investigation skills are essential
- Physical manual handling capability

#### Behavioural and/or managerial competencies:

- Strong communicator at all levels
- Able to lead, motivate, assist and direct the activities of a team
- Safety aware and safety conscious on all levels
- Flexible and willing to participate in hands tasks as required
- Enthusiastic and able to work as required within a distribution warehouse environment

#### 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"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>