

## Job Description

### Warehouse Team Leader

#### Overview

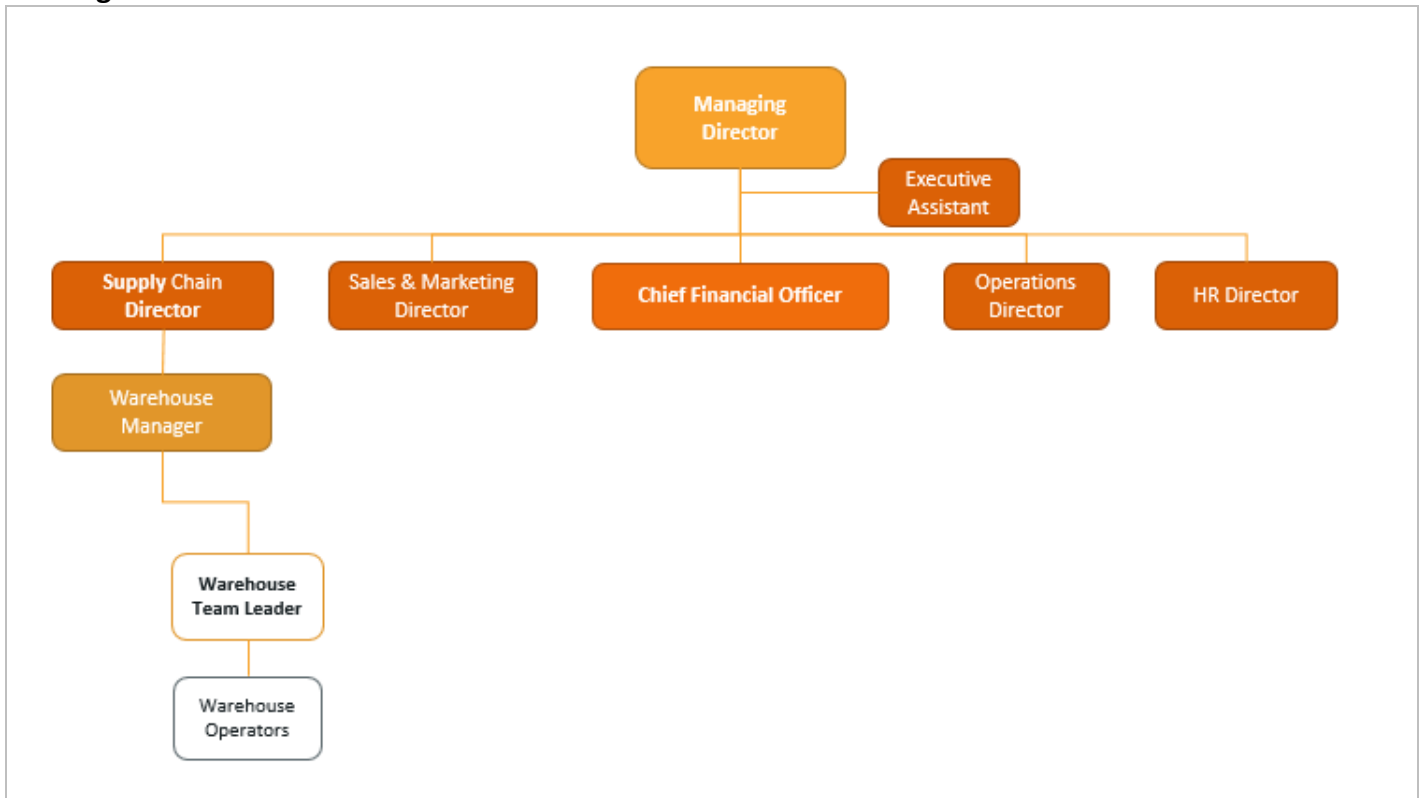
<b>Country</b>	Australia	<b>Department</b>	Business Services
<b>Business unit</b>	Etex Australia Pty Ltd	<b>Location</b>	Dandenong
<b>Reports to</b>	Warehouse Manager	<b>Contract</b>	Full Time
<b>Function</b>	Supply Chain	<b>Contract period</b>	

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

#### Organisation Values

<b>Etex Values</b>	<b>Passion for Excellence</b> - 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.
	<b>Pioneer to Lead</b> - 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.
	<b>Connect &amp; Care</b> - 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

Reporting to the Warehouse manager, this person will be responsible for the day-to-day running of the Dandenong Warehouse facility, including assisting with daily performance in the areas of safety, continuous improvement, whilst delivering exceptional customer service. This person enjoys working hands on as part of a team as well as having the ability to work unsupervised as a leader.

### Key Responsibilities

- Assist in driving a positive and proactive safety culture
- Day to day running of the warehouse in accordance with the Warehouse manager's requirements
- Relationship building with team members and customers

#### Scope of Role:

- Managing inwards & outwards goods physically and using a computerised system.
- Managing and developing site staff and ensuring the team is united and motivated to achieve the goals set out by business
- Driving a forklift with up to 7mtr metal profiles
- Picking and packing
- Truck loading/unloading and adherence to COR regulations
- Assisting in planning and coordination of fleet truck/s and external transport.
- Customer service and admin
- Ensuring a clean and safe working environment inside and outside the warehouse
- Assisting with workload planning
- Customer service and admin support
- Staff training and Site Audits
- Ad hoc duties as required

### Key Performance Indicators

- Site safety Audits and Reporting
- Delivery performance
- Stocktake results

### Minimum Requirements

<b>Education background and major work experience</b>	<ul style="list-style-type: none"> <li>• Warehouse experience in the metal industry (or similar)</li> <li>• Current forklift license LF</li> <li>• Current heavy rigid truck license would be highly regarded</li> <li>• Computer literacy – SAP experience</li> </ul>
<b>Language</b>	English
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Warehouse leadership (or 2IC) experience</li> <li>• Customer service experience</li> </ul>
<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Problem-solving skills</li> <li>• Ability to think outside the box</li> <li>• Continuous Improvement</li> <li>• Team builder</li> </ul>