



POSITION DESCRIPTION

Position:	Logistics Manager				
Department:	Wholesale				
Reports to:	Wholesale Business Manager				
Direct Reports:	Labour Supervisor; Storemen/Forklift Drivers; Casuals				
<p style="text-align: center;">Our Vision:</p> <p style="text-align: center;"><i>“To be an Australian family business sourcing and marketing high quality fresh produce”.</i></p> <p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to sourcing and marketing high quality, fresh produce, in partnership with our suppliers.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility and accountability in all we do.</p>					
Position Purpose:					
The Logistics Manager is responsible for the management of storage, rotation and distribution of produce, ensuring orders are completed efficiently, on time, and to the required customer and quality standard.					
Key Result Area:	Specific Tasks:				
People Management	<ul style="list-style-type: none"> • Manage team including orientation and training of employees • Manage staffing levels to ensure tasks are performed efficiently and effectively • Performance management of direct reports to ensure quality and the achievement of KPIs • Manage staff annual leave and absenteeism • Undertake annual performance appraisals for all direct reports • Facilitate career development for all direct reports 				
Market Operations	<ul style="list-style-type: none"> • Control and manage the receivable of all goods • Supervise and manage the picking and despatch of all customer orders • Ensure daily and weekly stock counts of fruit and packaging materials are completed accurately • Coordinate disposal of fruit waste • Manage the tracking and recovery of Chep pallets from market customers and internal company transfers • Manage all documentation in relation to inbound and outbound goods 				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position Number: 032</td> <td style="width: 50%;">Revision Date: 13/10/17</td> </tr> <tr> <td>Position Name: Logistics Manager</td> <td>Reviewed by: G.Nichol</td> </tr> </table>		Position Number: 032	Revision Date: 13/10/17	Position Name: Logistics Manager	Reviewed by: G.Nichol
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	<ul style="list-style-type: none"> • Ensure Quality standards meet customer requirements • Liaise with sales team regarding stock arrivals and orders • Ensure forklifts are maintained, clean, charged and fuelled • Manage stock rotation to ensure quality standards are met • Ensure the trading stand is secure and all cool rooms running at end of each shift • Management of equipment maintenance
Administration	<ul style="list-style-type: none"> • Develop and maintain comprehensive 'standard operating procedures' • Ensure rosters meet labour requirements for operational requirements • Assist with payroll queries
Continuous Improvement	<ul style="list-style-type: none"> • Review industry advancements and practices • Participate in management/company meetings and training courses • Continuously review processes and procedures to ensure best practice and maximum efficiency
Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain clean and efficient working areas • Ensure forklift safety rules and regulations are enforced • Ensure personnel are fully trained in the safe operating procedures • Manage all Injuries, near misses and potential hazards • Be an advocate for OH & S compliance
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Demonstrated logistics experience • Forklift licence • Computer skills
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Experience working in fresh produce environment
Personal Attributes:	<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Leadership skills • Customer service skills • Demonstrated self-motivation and initiative • Sound judgement • Problem Solving Skills • Adaptability • Strong analytical skills

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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