

Warehouse Storeperson - Perth



Position Title:	Warehouse Storeperson – Perth		
Reports to:	Warehouse Leading Hand – Perth		
Direct Reports:	0		
Financial Delegations:	0		
Division:	Warehouse	Dept:	PER
Location:	Perth	Creation Date:	08/10/10

Company Overview

Brief summary of company:

Signet is always the best place to look for packaging, safety and cleaning supplies. As a company we are passionate about providing the best service both internally and externally, and this is a key point of difference for Signet in the marketplace. We are passionate about Operational Excellence and have set ourselves a goal to be the world's best at Direct and Database Marketing. Ultimately we will deliver to our customers an Unmatched Low Cost Customer Service Experience - Always.

Our brand promise is to be - Always in stock. Always on time. Always reliable.

Mission Statement: To be the first place industry looks for their packaging and safety supplies – always.

Group Core Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

The Warehouse Storeperson is responsible for the timely and accurate receipt and dispatch of all warehouse stock.

Organisational Requirements:

- All positions within the Winson Group will always support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees should always act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are always required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

Service is priority number one at Signet. And always will be.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values.

Goods in – Transfer

- Unpack stock in a timely and accurate manner as directed by Warehouse Leading Hand / Supervisor.
- Review any discrepancies arising from transfers.
- Ensure stock rotation when putting goods into bin location.
- Check quality of all inwards goods.

Goods in - BTD

- Ensure goods are correct in the BTD bin through weekly stock checks
- Re-label or repack incoming goods.
- Check quality of all inwards goods.

Warehouse - Stock

- Run movement worksheets/replenishments to keep stock levels up to pick-face.
- Prompt assessment and processing of returned goods.
- Use rotation methods to accurately store stock.
- Load and unload trucks and other vehicles for despatch. (Licenced Forklift Operators Only)
- Correctly enter goods into stock.
- Ensure stock is stored in correct bin locations.

Warehouse - Picking

- Sort and prepare all invoices and labels for picking.
- Ensure all orders invoiced before 4.00pm cut-off are despatched via correct carrier.
- Package products for despatch.
- Ensure correct packaging, labelling and documentation of Dangerous Goods.

Warehouse - General

- Work in a safe manner.
- Assist in warehouse stocktakes.
- Maintain forklifts and other warehouse equipment. (Forklift Licence pending)
- Maintain up to date bin locations.
- Keep the Perth warehouse in a neat, tidy and safe working environment.
- Manual handling – picking goods for customer despatch.

Key Competencies/Experience

Key Competencies

- Behaviours are aligned to Winson's stated Values and Behaviours
- Knowledge of warehouse and despatch concepts.
- Demonstrated high standard of attention to detail
- Demonstrated ability to manage time effectively.
- Ability to work both as an individual and as a member of a team.
- Knowledge of principles and practices for providing quality customer service.

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Experience

- 1 or more years experience in a warehouse role.

Key Performance Indicators

- All orders received before 4.00pm are dispatched on time.
- Warehouse is kept tidy.
- Stock levels keep to pick-face.

Qualifications/Mandatory Criteria

- Certificate III in Warehouse and Logistics or related discipline / Willing to attain

Mandatory Criteria

- Forklift license mandatory

Specific Requirements of the Position

- Light to heavy manual handling required

Key Stakeholders

Internal

- PER Operations Manager
- PER Warehouse Supervisor
- PER Leading Hand
- PER Employees
- Head Office and regional Signet employees

External

- Customers
- Freight Drivers

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature

Date

Manager Name & Signature

Date

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