



Logistics Manager

Position Description

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Position Title	Logistics Manager
Reports To	Retail Operations Manager
Base Location	Auburn Office
Primary position objective	The role is responsible for overseeing warehouse, transport and logistic operations for the Central Council, including managing workers within a warehouse environment, as well as the supply & distribution of product.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Diocesan Overview

The Sydney Archdiocese Central Council (SACC) has shops and warehouses across the Sydney basin. The Vinnies shop sells goods to raise funds essential to the charitable works it does. They are also community centres providing assistance to those in need and a place where volunteers can make a difference.

Duties and Responsibilities

Major Responsibilities

- Provide the highest standard of service to stakeholders including stores, clients and customers
- Strategically plan and manage the logistics program for Vinnies shops and welfare
- Build consistencies into operations across all warehouses and transport
- Present in project form, suggestions for major changes to increase productivity, reduce costs and more effectively utilise the Society assets, including acquisitions if necessary
- Recruit, train, develop and motivate a capable team for logistics functions
- Implement effective security and auditing practices for warehousing and transport
- Ensure best practice for WHS standards
- Use industry knowledge to continuously improve productivity
- Financial management of P&L to fall within budget
- Work in a co-operative style with all staff, volunteers and members of the Society
- Organise and/or participate in meetings as required
- Abide by all Society policies & procedures including the Code of Conduct
- Any other task, in the nature of the position, as directed by Senior Management

Essential Criteria

- Qualifications or demonstrated significant experience of working in warehousing and transport at either a Retail Store or Distribution Centre
- Proven ability to lead, train & motivate teams of 100+ employees
- Knowledge of WHS regulations & legislation
- Integrity and ethical conduct
- Exceptional planning & communication skills
- Capacity to commit to the ethos of the St Vincent de Paul Society
- Current MR truck and LF forklift license

Desired Skills

- Working with volunteers
- Good understanding of Microsoft Word, Outlook & Excel
- Retail Experience

The St Vincent de Paul Society is an Equal Employment Opportunity Employer