

POSITION DESCRIPTION – DISTRIBUTION CENTRE

POSITION TITLE:	Distribution Centre – Team Leader
DEPARTMENT:	Distribution Centre
LOCATION:	State Distribution Centre
ISSUED:	TBA

REPORTS TO:	Distribution Centre Supervisor / Manager
FUNCTIONAL RELATIONSHIPS WITH:	<p>Provides Guidance to:</p> <ul style="list-style-type: none"> • Distribution Centre General Hands <p>Receives Guidance From:</p> <ul style="list-style-type: none"> • Supervisor Customer Service • Distribution Centre Supervisor • Distribution Centre Manager
DIRECT REPORTS INCLUDE:	<ul style="list-style-type: none"> • Nil
SIGNIFICANT CONTACT WITH:	<ul style="list-style-type: none"> • External Customers • Internal Departments (in particular Accounts, Customer Service, Marketing & Equipment) • Freight Companies

POSITION OVERVIEW
<p>The distribution centre is responsible for the dispatch, receipt and management of goods within the organisation. Its primary objectives therefore centre on timeliness, efficiency and cost effectiveness.</p> <p>This position may be engaged to supervise work in a number of key areas within the distribution team. As such the duties will vary slightly depending on the unit in which the incumbent is delegated to work at any one time. The key functions of the distribution centre to which this role can be delegated include despatch, receiving and general duties associated with inventory control. As such, the core responsibilities are to ensure that all orders are despatched in a timely and cost effective manner, to correctly receive inventory into the distribution centre and to maintain the physical inventory.</p> <p>The Team Leader will be required to oversee staff within their work area to ensure they are performing their duties in accordance within company standards and policy.</p>

JOB SPECIFICATION
<ul style="list-style-type: none"> • Supervise staff in day to day operations of distribution centre. • Complete relevant documentation as required, maintain an accurate record keeping system, and prepare all relevant reports and data as required by management. • Develop and maintain effective and efficient work processes and procedures complying with SOX requirements. • Ensure team members follow and are trained in safe work practices • Coach and develop team • Other tasks deemed suitable based on knowledge and experience as required by the DC Supervisor or Manager.

POSITION DESCRIPTION

PHYSICAL ACTIVITIES

- This role requires a high level of mobility, occasional heavy lifting and an ability to cope with processes requiring concentration and attention to detail and computer related activities.

QUALIFICATIONS & ATTRIBUTES

EXPERIENCE	<ul style="list-style-type: none"> • Substantial supervisory experience • Minimum of 8 years employment background in a full warehousing operations. • Experience in an FMCG environment • Experience in a large business high volume environment
EDUCATION	<ul style="list-style-type: none"> • Certificate III in Warehousing or other logistics qualifications preferred but not essential
SPECIALISED KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Knowledge of PRONTO or other similar business system. • Sound computer skills, including Microsoft Word, Excel and email software. • Familiarity with OH&S and safe work practices • Experience using scanners and other logistics technologies • Proven people management skills.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • A highly motivated individual with the ability to work without direct supervision, and analyse and problem solve in a high volume work environment • Ability to make quick decisions within defined span of control. • High attention to detail and accuracy. • Accountable for work performed and sets a positive example to other members of the team. • Customer focused and ensures that all orders and enquires are responded to a high standard and within established standards and guidelines. • Sound communication skills, with experience dealing with both internal and external customers.

OTHER REQUIREMENTS OF THIS POSITION INCLUDE

Maintaining a level of standard within the KPI's and objectives set.

CODE OF CONDUCT & ORGANISATIONAL VALUES

Henry Schein | Halas and its team Schein members are mutually responsible for the success of the business. The company promises to create an environment in which all TSM can realise their full potential. In return all TSM are expected to make contributions that positively impact our customers, our shareholders, our business and each other.

This includes:

- conduct to the highest degree of ethics and integrity
- creative thinking and openness to new challenges
- appreciating diversity in the workplace and treating everyone with courtesy and respect
- effective communication, which is open and honest
- modelling best practice and leadership

Company values and standards are detailed in the "Values of Team Schein" and Worldwide Business Standards Booklet.