



JOB TITLE: Warehouse Manager

JOB TYPE: Full Time – Flexible with start and finish times. Total hours 30-40 hours based upon applicant.

LOCATION: U4 8 Strong St, Baringa, Qld, 4551.

SUPERVISOR/MANAGER: Timothy Schmidt (General Manager)

MAIN DUTIES/RESPONSIBILITIES:

- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- The receiving and sale of goods
- The receiving of shipments which includes:
 - Restacking and organization of pallets on racks.
 - Check stock quantities against orders and report variances
 - Make the most efficient arrangement of warehouse and stock management
 - Stock entry on websites
 - Quality control and reporting of changes in products
- Receiving and preparation for sale and/or display of goods
- the pre-packing or packing, weighing, assembling, pricing or preparing of goods or provisions or produce for sale
- the wrapping or packing of goods for dispatch and the dispatch of goods
- the delivery of goods
- loss prevention including stock adjustments
- Maintaining and creation of locations
- Re-Stocking of shelf items
- the provision of information, advice and assistance to customers
- operation of stacker lift equipment
- lifting and carrying of goods within safe work standards
- The creation of shipping labels, organising pick ups and returns.
- Staff assistance and supervision
- Stock control
- Carry out regular stock takes
- Simple construction (Building skids and repairing pallets)
- Customer Service
- Product data collection and entry
- Rectify order errors in a timely manner and implement procedures to stop future errors.
- Other tasks as directed

SKILLS & EXPERIENCE

- Customer Service Skills
- Intermediate Computer Skills
- Email creation, sending and communication
- Phone handling Skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication

- Organised and able to meet deadlines
- Safe Stacker Operation
- Efficient pallet stacking and wrapping
- The safe use of power tools and safety equipment
- Camera Operation

MANDATORY ATTRIBUTES

- Valid Australian drivers licence
- Reliable transport to and from work
- Healthy and physically fit to enable the daily tasks of operation involved in the role
- Email creation, sending and communication
- Phone handling Skills

PERFORMANCE GOALS:

- Delf sufficient warehouse management
- Ensure warehouse is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times
- Process and complete all orders in an efficient manner
- Accuracy of stock locations
- Pick and send all orders correctly and efficiently
- Maintain accurate stock management.
- Observe and attend to daily reporting and action items.
- Efficient stock receiving procedures

ADDITIONAL BENEFICIAL SKILLS & EXPERIENCE

- Sublimation Printing Experience
- General crafting and experience in this field
- Application and understanding of all print methods
- Graphic Design using photoshop
- Intermediate to advanced photography skills
- Website editing and updating
- Marketing – Social Media, Google Shopping, SEO.
- Video Editing and script creation
- Basic level of electrical principals