

Enatel

Position Description

Position: Warehouse and Distribution Manager

Department: Operations

Reports to: NZ Supply Chain Manager

Direct Reports: 15

Position Purpose:

The primary focus of the Warehouse and Distribution Manager is to lead and manage Enatel's Warehouse and Distribution Operations in order to meet all business and customer requirements.

Key tasks:

- Creating SMART goals and KPIs for the Warehouse and Distribution functions including health and safety, stock accuracy, timely inwards goods receipting, effective warehouse layout and processes. Working closely with Logistics to ensure product is dispatched in full on time
- Driving continuous improvement and lean projects to achieve optimal operational efficiency using our internal PDCA process
- Working closely with the Production teams to ensure the continual flow of materials to Production, with zero down time incorporating kitting and Kanban processes to ensure no delays to production builds.
- Ensuring the Dispatch team are processing all customer orders in a timely and accurate manner.
- Working with Customer service teams and logistics driving DIFOT to 98%.
- Working closely with the Procurement team to monitor the inbound container schedule.
- Ensuring a high level of inventory accuracy and movements.
- Driving cycle counting processes, ABC analysis and ensuring this is driven as per the agreed processes.
- Ensuring all components are handled, packaged and stored appropriately to guarantee the integrity of the product, monitoring shelf life as required, using FIFO.
- Leading and developing a high performing and highly engaged team.
- Regularly cross-training staff to create an adaptable and flexible team, using training matrix to drive multi-skilling across Warehouse and Distribution operation.
- Running regular "daily" team meetings to discuss health and safety and workload planning.
- Developing and maintaining a strong focus on staff development and mentoring including PDPs
- Completing payroll processes and managing staff attendance as required.
- Achieving and maintaining compliance with MPI in devanning and general operations.
- Achieving and maintaining compliance with NZ Customs in Export Security.
- Co-ordinating quarantine rework as required
- Providing backup to the NZ Supply Chain Manager (including PO approval, staff leave approval, cost approvals).

Health & Safety:

- Promote a safe and healthy work environment, with a focus on continuous improvement in this area.
- We are a health and safety focused business and adherence and contribution to health and safety initiatives, policies and procedures are key for all members of staff

General:

- Inspire, lead, and support your team to provide exceptional customer service
Drive results and performance beyond expectations
- Manage stock levels and make decisions regarding stock control
Represent our company and maintain a high level of professionalism always both internally and externally
- Other duties as required from time to time and as requested by your Manager

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

Ensure that our ISO 14001 Environmental policies and processes are followed including:

- Segregating waste correctly and safely including hazardous waste
- Emptying of waste bins into correct skips and cages
- Safe handling and storage of hazardous substances such as chemicals
- Notifying waste collection vendors or Environmental Champion if waste skips are overflowing
- Transitional Facility complies with MPI TF requirements

Key Relationships:

Internal	External
• Operations Manager	• Couriers
• NZ Supply Chain Manager	• Freight Companies
• Manufacturing Manager	• MAF
• HR Manager	• Container Companies
• Quality Team	• NZ Customs
• Procurement Team	
• Inventory Controller	
• Logistics Team	

Person Specification:

Attribute	Essential	Desirable
Skills & Competencies	<ul style="list-style-type: none"> • Excellent analytical and problem-solving skills, combined with the ability to provide quick resolution to problems. 	

	<ul style="list-style-type: none"> • The ability to learn quickly in a new environment. • Ability to put into action and lead by example personal core set of values and beliefs. • Integrity and Trust. • Enjoys working hard and is action orientated. • High level of energy and enjoys being challenged. • Strong process and continuous improvement focus. • Proven conflict management skills. • Creative – comes up with new and unique, effective ideas. • Learning agility – learns quickly when facing new problems. Open to change. • Strives for performance excellence. • Business acumen - understanding of best practice methodologies, processes and systems. • Ability to effectively prioritise. • Strategic agility. • Proven ability to build effective teams. • Ability to manage vision and purpose within a team 	
Traits	<ul style="list-style-type: none"> • Humility. • Integrity. • Trustworthy. • Passionate about what you do. • Self-motivated. 	
Experience and Knowledge	<ul style="list-style-type: none"> • 5 years' proven experience in a similar role. 	

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	<ul style="list-style-type: none">• Leadership of a team of 10+ staff• Strong, proven people & performance management skills.	
Qualifications	<ul style="list-style-type: none">• Relevant tertiary qualification	