

Position Description

Position:	Senior Warehouse & Distribution Operator (Production Supply – Kitting & Kanban)
Department:	Warehouse & Distribution
Reports to:	Warehouse & Distribution Team Leader
Direct Reports:	3

Purpose of Role:

The primary focus of the **Senior Production Supply Operator** is to use their extensive skill and experience in the performance of their own duties, and also in the training of Warehouse & Distribution Operators working in the Warehouse area.

The role also provides support to the Warehouse & Distribution Team Leader and works closely with Inventory, Production Team Leaders, Planning to ensure correct & timely pick and pack of Work orders are maintained. This will mean the use of effective administration, communication, and planning of daily requirements to meet production & planning expectations, this will also require moving of resourcing to manage workloads and priorities.

Key Responsibilities:

- Coaching, training, and supporting Warehouse & Distribution Operators working in the stores/ Supply area.
- Co-ordinating between all stakeholders, reporting on resource as required to ensure Warehouse operations are met daily.
- Performing all functions within Kitting & Kanban to ensure production orders are assembled and delivered in line with FIFO, whilst maintaining Inventory movements via CSI.
- Administration is a big part of this role & requires key competencies on computers, emails, teams.
- Communication must be clear, precise & timely for reporting of inventory issues & shortages, non-compliance, safety & quality concerns, or general communications across all aspects of Kitting/ Kanban/ Stock shortages
- Utilizing Enatel's ERP system (CSI) & all forms of controls for traceability in line with business & audit compliance.
- Maintain inventory & labelling in line with business requirements.
- Perform daily GMP (Good Manufacturing Practice's) to keep area tidy to ensure safe, efficient operations can be maintained and achieved at all times.

General

- Upholds the company values and all policies and procedures are adhered to.
- Any other tasks as required by your manager and/or the business.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Adhere to all health and safety policies whether at our Christchurch premises or elsewhere.

Environmental:

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

- Ensuring Environmental policies and processes are followed.

Key Relationships:

Internal	External
<ul style="list-style-type: none"> • Stores Group Leader 	<ul style="list-style-type: none"> • Couriers
<ul style="list-style-type: none"> • Production Managers 	<ul style="list-style-type: none"> • Freight Companies
<ul style="list-style-type: none"> • Procurement 	<ul style="list-style-type: none"> • MPI
<ul style="list-style-type: none"> • Logistics Team 	<ul style="list-style-type: none"> • Container Companies

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Drive for Results – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Customer Focus – Is dedicated to meeting the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. • Organising and Planning - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Priority Setting – Spends his/her time and the time of others on what's important. Can quickly sense what will help or hinder accomplishing a goal. Eliminates roadblocks and creates focus. 	

eNATEL

	• Essential	Desirable
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Previous administration experience in logistics'/ warehousing • Excellent communications skills – written, verbal and listening. • Intermediate computer skills including MS Excel, email. • Excellent numeracy skills. • Physical strength for lifting and manual work 	<ul style="list-style-type: none"> • Preferably experience within an electronics Manufacturing, Warehouse & Distribution environment. • Experience with an ERP system.
Qualification / Licenses	<ul style="list-style-type: none"> • Full, clean vehicle licence. • OSH Forklift 	<ul style="list-style-type: none"> • F endorsed licence • Order Picker License