

## Position Description

<b>Position:</b>	<b>Senior Warehouse &amp; Distribution Operator</b> (Packing & Dispatch)
<b>Department:</b>	Warehouse & Distribution
<b>Reports to:</b>	Warehouse & Distribution Team Leader
<b>Direct Reports:</b>	3

### Purpose of Role:

The primary focus of the **Senior Pack & Dispatch 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 packing & dispatch area.

The role also provides support to the Warehouse & Distribution Team Leader and works closely with Production Team Leaders, Distribution team to ensure correct & timely packing of customer orders is maintained. This will mean the use of effective administration, communication, and planning of daily requirements to meet customer shipping deadlines, this will also require moving of resourcing to manage workloads and priorities.

### Key Responsibilities:

- Coaching, training, and supporting Warehouse & Distribution Operators working in the Packing & Dispatching area.
- Co-ordinating between all stakeholders, reporting on resource as required to ensure Warehouse operations are met daily.
- Performing all functions within packing & dispatch to ready customer orders in line with FIFO, loading trucks and containers, 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 packing & dispatch.
- Utilizing Enatel's ERP system (CSI) & all forms of controls for traceability in line with business & audit compliance.
- Maintain inventory and external customer security & labelling in line with business, industry, shipping & custom's requirements.
- Perform weekly system & physical stock checks & movements to ensure warehouse optimization is maintained and FIFO is achieved.
- Perform daily GMP (Good Manufacturing Practice's) to keep area tidy to ensure safe, efficient operations can be maintained and always achieved.

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

## Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> <li>• <b>Drive for Results</b> – can be counted on to exceed goals successfully. Steadfastly pushes self and others for results.</li> <li>• <b>Action orientated</b> - enjoys working hard and is full of energy for the things he/she sees as challenging.</li> <li>• <b>Customer Focus</b> – 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.</li> <li>• <b>Organising and Planning</b> - uses resources effectively and efficiently. Accurately scopes out length and difficulty of tasks and projects. Sets objectives and goals.</li> <li>• <b>Integrity and Trust</b> – is seen as a direct, truthful individual; is widely trusted.</li> <li>• <b>Process Management</b> – good at figuring out the processes necessary to get things done. Can simplify complex processes.</li> <li>• <b>Priority Setting</b> – 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.</li> </ul>	

# eNATEL

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