

Position Description

Position: Warehouse and Distribution Team Leader
Department: Warehouse
Reports to: Warehouse and Distribution Manager
Direct Reports: Approx. 7-11

Enatel is a fast paced, hi-tech electronics manufacturing company based in Christchurch, New Zealand.

Position purpose:

The primary focus of the Warehouse & Distribution Team Leader is to drive daily operations through people and time management, in line with safety and Good Manufacturing Practices (GMP). This includes but is not limited to all Receiving functions, Import & Export management, Production supply, put away and FIFO management, loading & unloading, Inventory management, administration across the entire Warehouse & Distribution function, and off-site storage and/or temporary facilities.

The Warehouse & Distribution Team Leader is also responsible for maintaining a clean and tidy work area, effective communication, and target management, whilst ensuring a high level of security is maintained.

Key responsibilities:

- Maintaining a Safe and Healthy work environment at all times.
- Training and development across all warehouse & distribution personal, including ensuring records are kept & updated as required.
- Ensuring inbound receiving domestically and via imported containers is managed in line with QA & MPI / importation requirements and expectations.
- Dispatching & loading of domestic or export is managed in line with customer priorities, customer specifications and all exporting requirements as advised by the logistics team.
- Ensuring Production supply is maintained through Kanban/ Kitting and is actioned in a timely manner within CSI.
- Preparation of detailed packing lists in accordance with customer requirements and international shipping regulations, while updating & maintaining internal system CSI.
- Managing & support inventory investigations, cycle counting and control implementations.
- Ensuring Standard Operation Procedure (SOP) documentation is kept up to date.
- Driving continuous improvement projects to achieve optimal operational efficiency within the department.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- The operation of all equipment in a safety conscious manner.
- Training the team in safe work practices.
- Ensuring all transport operators adhere to Enatel's Health & Safety rules, reporting any unsafe practices to the Warehouse & Distribution Manager immediately.

- Ensuring goods are handled and stored in a safe manner.
- Maintaining a safe and tidy working environment.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.
Ensuring Environmental policies and processes are followed.

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Internal	External
<ul style="list-style-type: none"> • Logistics Team 	<ul style="list-style-type: none"> • Transport companies
<ul style="list-style-type: none"> • NZ Supply Chain Manager 	<ul style="list-style-type: none"> • NZ Customs
<ul style="list-style-type: none"> • Dispatch Operators 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Production Team Leaders 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Manufacturing Manager 	<ul style="list-style-type: none"> •

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Action oriented - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning Agility - the ability to learn quickly in a new environment. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • ≥ 1 years' experience in a Team Leader role. • Excellent communications skills – written, verbal and listening. • Intermediate computer skills including MS Excel. • Excellent numeracy skills. 	<ul style="list-style-type: none"> • Preferably Team Leader 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 and F endorsed forklift licence • Forklift licence and ≥ 1-year operational experience including on Reach/Counter-balance. 	<ul style="list-style-type: none"> • MPI – Approved Person Certified. • Trained First Aider. • Trained Fire Warden • Training available in above