

POSITION DESCRIPTION

Position Information

Position Title	Logistics Co-ordinator
Business Unit	Paper Bag
Reports to	Logistics Manager
Purpose of Position	To manage the flow of inwards goods and finished product to ensure continuity of supply. This includes but is not limited to receiving and checking inwards goods, co-ordinating daily deliveries to end customers and assisting in the management of offsite storage.
Business Unit of HR responsibility	Packaging New Zealand
# of People in BU	150 approximately

Number of Direct Reports	NIL
Number of Indirect Reports	NIL
Operating Budget	NIL
Sales Revenue	NIL

Key Accountabilities

1. Finished and Inwards Goods Administration
 - Co-ordinate daily finished goods deliveries
 - Upload of information for daily despatches into freight suppliers' websites as required
 - Daily physical despatch notes from IT System
 - Export shipment documentation for export orders
 - Request shipping containers as required
 - Inspect and prepare export containers as required
 - Create STO orders for export shipments
 - Assist to maintain relationships with freight providers via regular communication channels
 - Organise for finished goods to be sent to offsite storage where required
 - Assist with meeting DIFOT requirements
 - Receipt of inbound materials into IT system
 - Carry out inspections of incoming deliveries upon receipt

- Raise NQF for any non-conforming deliveries or finished product
- Act as a backup fork hoist driver, handling unloading and loading of trucks, loading containers, and Put away of finished goods pallets when required due to staffing shortages or unplanned leave.
- Co-ordinate customer returns as required
- Assist with shipping trial orders within New Zealand or internationally

2. Inventory Control

- Assist with cycle counting and stocktakes as required
- Assist with the efficient use of available finished goods stores and racks
- Stock transfers in IT system

3. Environment, Health, Safety & Risk

- Actively lead and contribute to a culture of safety first through attending all training, reading, and acting on all EHSR communications, following all safety rules and procedures, and identifying/recording all hazards, discomforts, incidences, near misses or potential health and safety risks.
- Supporting colleagues 'do the right thing' in relation to EHSR and raising issues with others as appropriate.
- Maintain good housekeeping standards and keep the work area clean, tidy, and safe at all times.

4. Actively and positively look to "challenge the status quo" to identify any process or area that can be improved, streamlined or optimised to improve the productivity and efficiency of the business.

Preferred Attributes

- Prepared to be flexible with hours of work
- Good communication skills, with an ability to communicate with people at all levels
- Good team player with the ability to work unsupervised
- High attention to detail
- Problem solving skills
- Works well under pressure
- Positive attitude
- Good computer skills
- Willingness to learn and implement new technologies

Technical Requirements

Qualifications	▪ NCEA level 2 or equivalent essential ▪ Tertiary qualification preferred (logistics/supply chain/warehousing or similar) ▪ Work safe approved Fork hoist licence
Experience	▪ Minimum of 2 years warehousing experience in a manufacturing environment ▪ Minimum of 2 years forklift experience in a warehouse/trucking environment ▪ SAP experience preferred

Competencies

Analysis Analyses problems, situations, and circumstances and their impacts on the business. Integrates information, guidelines, requirements from different sources to evaluate alternatives and make effective decisions. Draws accurate, useful conclusions from financial, business, and quantitative information.	Analyse Issues and Solve Problems • Analyses, incorporates, and applies new information and concepts. • Makes sound decisions on everyday issues and problems. • Makes timely decisions on problems/issues requiring immediate attention. • Recognizes symptoms that indicate problems
Focus on Customers Builds and delivers customer -centred solutions that meet as many aspects of desired customer experiences, products, and services as possible. Provides customer-centred solutions that go beyond existing customer requirements. Identifies opportunities that will benefit the customer, create value added services, and works in partnership with the customer to drive the business forward.	Seek Customer Satisfaction • Addresses customer needs by involving the right people (resources) at the right time. • Follows up with customers to ensure problems are solved. • Seeks feedback from customers to identify improvement opportunities. • Tracks performance against customer requirements, using existing tools.
Results Orientation Demonstrates and fosters a sense of urgency, a "can-do" spirit, a sense of optimism, ownership, and strong commitment to achieving goals and organizational success. Demonstrates a strong sense of ownership and a commitment to achieving meaningful results.	Show Initiative • Does not easily give up in the face of unexpected obstacles. • Identifies what needs to be done and does it. • Maintains a consistent, high level of productivity. • Takes personal responsibility to make decisions and take action.
Engage and Inspire Fosters personal achievement and excellence. Articulates and inspires commitment to a vision and plan of action aligned with organisational mission and goals. Instils and sustains organisation-wide energy and optimism and helps others envision a greater sense of what is possible.	Encourage Commitment • Acknowledges others' efforts and accomplishments. • Conveys confidence in others' ability to do their best. • Demonstrates a "can-do" spirit, a sense of optimism, ownership, and commitment. • Projects a positive image and serves as a role model for others.

Effective Communication Prepares and delivers clear, concise, accurate, effective, and persuasive written and verbal materials/messages. Attentively and accurately listens to others. Promotes a free and timely flow of high-quality information between self and others and across the organization; encourages the open expression of ideas and opinions.	Communicate Effectively • Expresses oneself effectively in one-on-one conversations and small groups. • Listens carefully and attentively to others' opinions and ideas. • Provides clear and detailed information to others. • Shares information and viewpoints openly and directly with others.
Establishing Trust Gains the confidence and trust of others through principled leadership, sound business ethics, authenticity, and follow-through on commitments. Demonstrates principled leadership and sound business ethics; shows consistency among principles, values, and behaviour; builds trust with others through own authenticity and follow-through on commitments. Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accord with expressed beliefs and commitments; maintains high standards of integrity.	Demonstrate Credibility • Acts consistently with stated policies and practices. • Does not cover up or blame others for problems or mistakes. • Follows through on commitments. • Protects confidential information. • Treats others fairly and consistently.

Authority

Decisions:

- In conjunction with Logistics Manager

Recommendations:

- Team members

Relationships:

Most Frequent Contacts	Nature or Purpose of Contact
Logistics Manager	Communicate despatch and logistics requirements
Logistics Team	Daily workflow and recommendations
Planning	Communicate updates/queries re customer orders
Sales and customer services	Communicate updates/queries re customer orders
Freight providers	Arrange daily freight requirements
Supply Chain Manager	Communicate despatch and logistics requirements

The above is intended to describe the general nature and level of work and is not an exhaustive list of all responsibilities, duties and skills required; these may vary dependent on the requirements of the business. All staff may be required to perform reasonable duties outside of their normal responsibilities from time to time as required.