

Role Statement

Role Title:	Senior Logistics Officer	Band:	A2
Stream:	Functional Services		
Role Purpose:	The Senior Logistics Officer will be part of a mobile and multi-skilled team providing the inspection, quality control, receipt, safe custody, warehousing and issuing of materials to the organisation's internal and external customers from the organisation's Central Warehouse or non-centralised sites if required.		

Minimum Role Accountabilities:

Context: *Dimensions relevant to this role*

Influence/Impact	Peer group tasks.
Leading & Developing	Limited guidance to others on tasks.
Difficulty	Routine or standardised tasks.
Planning Focus	Daily priorities.
Direction	Direct supervision or clear instruction.

Accountabilities: *What I may be expected to do when I come to work in this role:*

- Undertakes work activities associated with the Warehouse & Distribution Group operations including pick/pack of orders, receipt of materials, sort reclaimed materials.
- Oversees non centralised, permanent site operations when required.
- Assists with developing stock plans, ordering and consuming of materials.
- Assists with coaching and on-the-job training for new and less experienced team members.
- Operates a forklift and crane.
- Completes regular inventory reporting.
- Perform other duties and responsibilities as may be directed by your Manager, in line with the Work Level Standards for this role.
- Comply with the organisation's safety and environmental systems and procedures.
- Comply with the organisation's business procedures and systems.

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Minimum Occupational Capability Requirements:

Essential: *the Knowledge, Skills, Accreditations, Licencing and/or Authorisations, you must have in this role to be safe and effective:*

- Previous experience in a similar logistics, procurement or warehouse position.
- Hold current Class C and HR drivers licences.
- Hold forklift and Dogman tickets.
- Hold a current NSW Construction Induction White card.
- Hold a current Traffic Controller Blue Card.
- Demonstrated knowledge and understanding of inventory control processes.
- Demonstrated ability to effectively use IT/Warehouse Management software applications and ERP systems.
- Proven analytical thinking and practical approach to problem resolution, ability to logically deconstruct issues and enable the appropriate resolution of technical issues.
- Possess effective communication (verbal and written) skills.
- Demonstrated ability to work well in a team or autonomously.
- Demonstrated commitment to undertake further training in Warehouse and Distribution processes and functions.
- Demonstrated commitment to creating a positive relationship in all customer and key stakeholder interactions, maintaining a professional and friendly manner and ensuring customer satisfaction as a priority.
- Demonstrated in depth knowledge of materials and services used within Heavy Industry environment.
- Demonstrated ability to supervise small teams.
- Demonstrated experience with barcode order picking systems.

Elective: *may be required in this role but not all in this role may need it:*

- Hold VET qualification in Procurement, Logistics or other related field.
- Knowledge of materials and services used within Heavy Industry environment.
- Knowledge of the organisation's procurement framework.