

Storeperson Position Description



Position Title:	Storeperson		
Reports to:	Procurement and Inventory Manager		
Direct Reports:	N/A		
Financial Delegations:	N/A		
Division:	Label Manufacturing	Dept:	Pressroom / Warehouse
Location:	Brisbane	Creation Date:	02/06/17

Company Overview

insignia is a national label manufacturing business with a strong focus on providing valued solutions to its customers. Part of the Winson Group, insignia has an unwavering passion to help Australian businesses compete. Our values, our people, our products and our services have been the platform for nearly 50 years of being an indispensable partner for our customers.

Our Promise:

- Market leading products
- Nationwide coverage
- Expertise across all industries
- Delivered with personable service and support, diligence and professionalism

Group Cores Values: Honour; Ownership and Commitment; Change for Strength; Diligence

Position Overview & Organisational Requirements

Position Summary:

The Storeperson is responsible for efficiently receiving and storing stock into the Labelling & Coding Warehouse and accurately issuing stock into the Labelling & Coding production area in accordance with safety, quality and environmental systems and procedures.

Organisational Requirements:

- All positions within the Winson Group will support the achievement of our Mission.
- When dealing with our colleagues, customers and the community, all employees are required to act in accordance with the company's stated values and behaviours, customs and practices.
- Employees are required to comply with all relevant legislation, laws, regulations, standards, codes and the Group's policies and procedures.
- Employees are required to take reasonable care of their own health and safety and the health and safety of other people, including people working under their supervision or direction, in accordance with the Workplace Health and Safety Legislation, relevant to each state.

Key Responsibilities

- Display behaviours consistent with the stated Winson Values

Goods Inwards

- Receipt of goods against delivery dockets to ensure correctness and accuracy of quantity and product quality and book into stock (through Navision).
- Store products using rotation method, according to assigned bin location in an efficient manner.
- Issue stock to converting presses as per job sheet.
- Ensure job sheets accurately record the stock processed.
- Return and accurately record unused stock to store after completion of job.
- Promptly alert the Procurement and Inventory Manager of faulty material returns and place in Quarantine area.
- Undertake weekly stocktakes of consumables and raw materials as required.
- Prompt assessment and processing of returned goods to either stock, disposal or supplier.

Despatch

- Daily pre-inspection forklift checks.
- Book in daily orders through Navision.
- Order consumables required for site.
- Assemble orders as per invoice, ensuring goods are packed to minimise product damage and meet timeframes for despatch.
- Decanting of ink where required.
- Arrange freight pick-ups.
- Ensure pick-ups occur prior to completing shift.
- Ensure dangerous goods show correct label markings on drums or cartons.
- Ensure paperwork filled in correctly for dangerous goods shipments.
- Send electronic consignment notes to carrier.

Administration

- Liaise with Procurement and Inventory Manager and internal Production Supervisors/Managers regarding changing priorities and related issues.
- Manage warehouse to efficiently store all goods and achieve effective stock rotation.
- Ensure Standard Operating Procedures (SOP's) are maintained to reflect current practices and requirements including meeting quality systems and control.
- Management of items and administration of documentation with the use of Navision and Bartender.
- Training of relief staff as required.

Storeperson

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Safety

- Safety is paramount at all times and in all tasks.
- Follow all company procedures for health and safety, including but not limited to the use of PPE, manual handling, isolation procedures, and hazard and incident reporting.
- Maintain high personal standards of occupational health and safety in all work activities, which include but is not limited to the use of process and cleaning chemicals, manual handling, working with sharp objects, and operation of moving plant and machinery.
- Ensure equipment and work area is maintained in a safe manner, i.e. clean, tidy and free from rubbish and other obstructions, conduct equipment maintenance checks.
- Ensure work area and racking is kept clean and tidy and has an effective design with stock identification.

Key Competencies/Experience

Key Competencies

- Good understanding of health and safety requirements in an industrial/warehousing environment
- Attention to detail
- Ability to work both as an individual and as a member of a team
- Ability to manage time effectively
- Continually develop quality customer service skills and competencies
- Ability to learn and develop new skills to aid process change

Experience

- 1+ years' experience within an industrial/warehousing environment preferable, but not essential

Key Performance Indicators

- Behaviours are aligned to Winson's stated Values and Behaviours
- Compliance with all company health and safety standards and requirements at all times.
- Customer orders are despatched on-time and in full.
- Goods inwards are processed accurately and efficiently.
- Work area maintained in a clean and tidy state.
- Compliance with Standard Operating Procedures.

Qualifications

- Certification in handling of dangerous goods

Mandatory Criteria

- Current forklift license

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Specific Requirements of the Position

- Available for over-time when required
- Light to heavy manual handling requirement

Key Stakeholders

Internal

- Warehouse and Production Staff
- Procurement and Inventory Manager
- QOHSE Department

External

- Customers
- Suppliers
- Freight Companies

Authorisation

Please sign to confirm that this Position Description has been discussed by both parties.

Employee Name & Signature	_____	Date	_____
Manager Name & Signature	_____	Date	_____