



Warehouse and Transport Logistics Manager

Position Description

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Position Title Warehouse and Transport Logistics Manager

Responsible Council Wollongong Diocesan Central Council

Reports To Executive Officer

Location Unanderra

Primary position objective The role is responsible for overseeing warehouse, transport and logistic operations for the Wollongong Central Council, including managing staff and volunteer workforce within a warehouse environment as well as supply and distribution of product.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW

Department Overview

The Wollongong Diocesan Central Council covers the area from Glenfield in the north to Ulladulla in the south and west to the Southern Highlands. There are a number of low socio-economic areas including broad acre housing estates in Campbelltown and areas of need in the Illawarra and Shoalhaven

The Wollongong Diocesan Central Council operates a number of special works including Mental Health, Community Development and Accommodation Services

The Wollongong Diocese currently has 25 Centres. Vinnies Centres provide furniture, clothing and household goods to families and people in need and are being assisted by conference members. Centres are also a valuable resource for people on low incomes, enabling them to buy quality clothing, furniture and other household items at an affordable price

Position Overview

Vinnies Shops within the Wollongong Central Council operate on with a large volunteer workforce under the management of the Retail Area Managers and Centre Supervisors. The centralisation of warehousing and logistics is a new venture being implemented to standardise our approach and to improve operations. Vinnies has recently entered into a contract with Tomra/Cleanaway to provide 14 manual handling points and two bulk handling collection facilities as part of the statewide Container Deposit Scheme. This position will be instrumental in supporting this venture

Duties and Responsibilities:

- Strategically plan and manage logistics, warehouse, transportation and customer service to optimise efficiencies
- Ensure warehouse operations are conducted safely and efficiently
- Implementation and maintenance of inventory systems
- Monitor space and track stock levels, ensuring that both short and long term issues are reported to management
- Keep track of quality, quantity, stock levels, delivery times, transport costs efficiently
- Work effectively with various departments to manage expectation
- Manage and report on budgets monthly
- Positive participation in team meetings
- Effective and productive supervision of direct reports and volunteers
- Sound knowledge of WHS legislation and how it relates to the workplace
- Willingness to work within the ethos and Mission Statement of the St Vincent de Paul Society's Code of Conduct

Essential Criteria

- Significant experience in logistics, transport and warehousing
- Record of successful distribution and logistics management
- Demonstrated ability to lead and manage staff
- Proficiencies in standard logistics software
- Ability to work independently
- Strong communication skills to manage internal and external stakeholder expectations
- Strong leadership talent, interpersonal and organisation skills
- Excellent computer skills including operation of Microsoft Office suite of programs
- MR and forklift licence

Desired Skills

- Experience in working with volunteers

The St Vincent de Paul Society is an Equal Employment Opportunity Employer