



## Logistics Coordinator

### Position Description

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<b>Position Title</b>	Logistics Coordinator
<b>Responsible Council</b>	Armidale Diocesan Central Council
<b>Reports to</b>	Retail and Production Manager
<b>Base Location</b>	Armidale
<b>Primary position objective</b>	Responsible for oversight of all delivery and collection logistical functions for the ADCC Distribution Centre

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## 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 Paris. Leading by example and with boundless energy, Frederic started what is now a world- wide movement. 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. Importantly, our members also provide emotional support and referral to other 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.

## Central Council Overview

The Armidale Diocesan Central Council seeks to ensure that our community services and support operations are delivered effectively and in accordance with the mission of the St Vincent de Paul Society, recognising that it is a pre-eminent Catholic Social Services provider that is member led and supported by volunteers and staff.

The Armidale Diocesan Central Council currently has 20 Centres covering the New England and Northwest. The Vinnies Centres provide furniture, clothing and household goods to families and people who are 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.

## **Duties and Responsibilities**

- Support and implement directions from Retail and Production Manager with the Logistics of all Distribution Centre operations and deliveries.
- Oversee the preparation of goods for the sorting area including loading and unloading of delivery vehicles effectively.
- Assist with the filling and movement of clothing bags and bales for sale to and from the sorting tables as needed.
- Support the procedures for the sorting, storage and transportation of stock between retail shops, recycling and distribution facilities.
- Determine all delivery and collection duties in trucks and vans as determined by needs of the business and the Retail & Production Manager.
- Manage and coordinate a small team of distribution centre workers in delivering the logistical requirements of the business across the entire diocese.
- Perform delivery and collection duties in trucks and vans.
- Dispose of goods not suitable for sale, recycling and on-selling in accordance with policies and procedures and the requirements of third party contractors and purchasers.
- Maintain housekeeping standards in the warehouse and sorting areas which comply with the Society's WHS policy.
- Carry out all duties in accordance with Workplace Health and Safety requirements.
- Attend relevant training courses and programs relating to the warehouse function.
- Perform all duties in accordance with the ethos and mission of the Society.

## **Essential Criteria**

- Ability to manage and coordinate logistical requirements of a busy warehouse operation.
- Ability to sort clothing and other donated items for retail sales and recycling purposes.
- Good communication and interpersonal skills.
- Ability to work collaboratively within a team environment as well as an individual.
- Clean driving license and ability and will to drive the truck and vans as required.
- Physically capable in lifting and carrying items in a safe and WHS compliant manner.
- Proven customer service and organisational skills.
- Be able to work to a tightly controlled logistics timeframe.

## **Desirable Skills**

- Demonstrated understanding of the Not for Profit sector
- Experience in volunteer management
- First Aid Certificate and/or other qualifications
- Current forklift licence.

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