



Transport and Logistics Assistant

Position:	Transport and Logistics Assistant
Base Location:	Morwell Warehouse
Hours of work:	76 hours per fortnight
Days of work:	Monday – Friday
Reports to:	Warehouse Coordinator
Term of employment:	Full Time –
Salary:	\$22.34 per hour (Transport Worker Grade 3) Salary packaging available
Superannuation:	10.5%
Applications:	Applications should be made via Seek, and should address the Key Selection Criteria
Closing Date:	Tuesday 20 th July 2022 - 12:00am



Our vision: An Australia free of suicide.



Our values: Integrity . Respect. Fairness. Quality & Professionalism . Collaboration . Sustainability

Organisational Context

Lifeline Gippsland Inc. is a not-for-profit organisation with a proud history of serving our community since 1968. We provide a range of support services to the community including the 24-hour 13 11 14 national crisis line, suicide prevention activities, and mental health awareness programs and training. Volunteers play a vital role throughout the organisation.

Our business operations consist of six charity retail stores across Gippsland. These stores generate the income we need to support our contribution to the 13 11 14 crisis support line and other suicide prevention and intervention services as we work towards our vision of an Australia free of suicide, where no one has to face their darkest moment alone.

Organisational Level Outcomes:

All team members are expected to contribute to the success of LLG. At LLG we foster a strong sense of collaborative practice and a positive workplace by taking personal responsibility for:

- Participating in performance planning processes
- Contributing to the development of policies, procedures, risk management and quality improvement processes
- Developing annual work plans based on key performance indicators
- Seeking opportunities to recognise volunteers for their contribution to the organisation
- Compliance with Lifeline Gippsland’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Attend mandatory training sessions and mandatory training specific to position.

Role Overview

As the Transport and Logistics Assistant you will assist the Warehouse Coordinator as required with a primary focus on the collection of donated goods from across Gippsland, Cardinia and beyond and transporting them to our Morwell Warehouse. Additionally, you will deliver stock to the six stores located across Gippsland and provide other driving activities to support the warehouse functions.

You will report to the Warehouse Coordinator for Lifeline Gippsland (LLG) and undertake duties in a safe and efficient manner and in accordance with LLG policies and procedures.

As a member of the Business Operations Team, you will also work closely with the Business Operations Manager, LLG Store Coordinators, and volunteers to ensure the provision of a high level of internal and external customer service.

Responsibilities & Duties

- Driving of Lifeline vehicles to scheduled destinations to collect donations and deliver goods including, but not limited to, furniture, clothing, accessories, white goods and electrical items
- Conducting tip runs as required
- Completing log books, order forms and other consignment data
- Providing exceptional internal and external customer service
- Assist with inspecting vehicles daily and maintaining them suitably clean inside and out.
- Undertaking fork lift duties as required
- Operating the baler and associated duties
- Assist the Warehouse Coordinator as required

- Assisting in the maintenance, cleanliness and safety of the warehouse facility and equipment
- Assisting the team in regular general/housekeeping including the removal of rubbish
- Aiding volunteers with their respective warehouse and retail support roles
- Assisting with maintaining donations, sorting and storing in the warehouse
- Actively participate in warehouse meetings, including nominating volunteers for recognition
- Undertaking all work in accordance with Lifeline Gippsland policies and procedures
- Reporting any risks and hazards identified

The organisation may from time to time issue verbal instructions or written descriptions about your job duties and responsibilities, which will serve as a guide for the areas for which you will be responsible. It is expected that your duties will be performed in accordance with the instructions of the organisation.

Extensive travel is a requirement of this role.

Prerequisites:

Mandatory

- Ability to undertake a physically demanding role including furniture removal
- Current full Victorian Drivers Licence
- A satisfactory full driver history report
- A clear police record check
- Current Fork Lift Licence or willingness to obtain prior to commencement

Highly Regarded

- Experience in general transport, logistics and warehousing
- Experience driving a 3-tonne truck or similar
- Ability to work in a small team and autonomously
- Solutions based, can-do attitude

Key Selection Criteria:

1. Demonstrated ability to undertake transport and warehouse operations related work (drive a vehicle, fork lift, machinery operation etc.) safely and reliably
2. Ability to undertake regular physical activity and manual handling tasks reliably, safely and consistently
3. An understanding of the importance of adhering to standard operating procedures, work instructions, policies and procedures
4. Demonstrated ability to work autonomously, and as part of a team
5. Experience in providing a high level of internal and external customer service
6. Commitment to completing all work to a high standard

I confirm that I have read the above job description and understand my responsibilities as the Transport and Logistics Assistant:

Print Name: _____

Role: Transport and Logistics Assistant

Signature

Date: _____

Approval of appointment

Print Name: _____

Role: Chief Executive Officer

Signature

Date: _____