



WAREHOUSE COORDINATOR

Position:	Warehouse Coordinator
Base Location:	Morwell
Hours of work:	76 hrs per fortnight
Days of work:	Mon – Fri
Reports to:	Retail Operations Manager
Term of employment:	Permanent Ongoing
Wage:	Salaried
Superannuation:	11%
Applications:	Email any queries to dyanne.lewis@llg.org.au Applications should be made via Seek and include a resume and include responses to candidate profile
Closing Date:	Sunday 7 January 2024



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 five 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

You will report to the Retail Operations Manager for Lifeline Gippsland (LLG) to lead the warehouse team members in safe, efficient and effective work practices throughout the LLG Warehouse, transport fleet and general business activity. The Warehouse Coordinator role has an essential function in ensuring LLG gets the optimal financial return for all donated goods.

You will work closely with the Retail Operations Manager, Shop Coordinators, drivers and jockeys to maintain transport and logistic operations, as well as other warehouse team members. Providing leadership, training and supervision to volunteers and staff through across a range of warehouse operations, both onsite and offsite, is a key component of the role.

You will implement and maintain stringent work health & safety standards. You will assist in identifying opportunities for LLG to maximise quality donation collections, sorting, baling and distribution including all consignment activity with other businesses.

You will also step in to assist in all functions of the warehouse whenever needed, including, but not limited to furniture and other donation pickups and delivery.

Responsibilities & Duties

- Lead all aspects of work health and safety of the warehouse, including transport operations.
- Maintain currency of Safe Operating Procedures for equipment and undertake risk assessments as required
- Work with all warehouse workers and volunteers to ensure the optimal sorting and distribution of donated goods to their highest value use.
- Supervise and train new staff and volunteers in the warehouse area, including the safe and correct use of equipment and ensuring safe work practices.

- Schedule logistics to ensure maximise truck utilisation and efficiency.
- Step in to assist in all functions of the warehouse whenever needed.
- Proactively identify opportunities to increase the efficiency of Lifeline Gippsland's Warehouse Operations.
- Ensure store and rag orders received are accurately processed, whilst maintaining stock rotation principles
- Maintain warehouse stocking for seasonal goods storage and distribution
- Ensure the equitable distribution of donated goods to each of the five Lifeline Gippsland stores.
- Prepare bulk consignment orders each week and liaise with transport companies.
- Prepare consignment notices for reconciliation and invoicing.
- Organise resources in collaboration with the Retail Operations Manager for furniture collection, donation bin clearances and collection of donated goods.
- Oversee the use of all business operations vehicles, including maintenance in consultation with the Retail Operations Manager
- Ensure all drivers have relevant licenses and training.
- Oversee electrical Testing and Tagging of all appliances for retail sale.
- Facilitate weekly warehouse meetings with volunteers with an emphasis on safety messaging.
- Assist with the annual review of all warehouse operations
- Provide support of Lifeline Gippsland's fundraising events e.g. plant sale, book sale and other charity events

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.

Candidate Profile

Mandatory

1. Team leadership experience
2. Minimum two years of Warehouse/Logistics experience
3. A strong commitment to work health and safety
4. A positive 'can do' attitude with strong time management and organisational skills.
5. Attention to detail and highly organised and ability to multitask
6. Have integrity and ability to work well under pressure
7. Current forklift licence
8. Current Australian driver's licence
9. Good level of physical fitness for manual handling
10. A clear police records check is a condition of employment in this position and will occur once every three years

Highly regarded

11. Experience driving a 3-tonne truck or similar

12. OHS related training and/or qualifications

Print Name: _____

Role:

Signature

Date: _____

Approval of appointment

Print Name: _____

Role: Chief Executive Officer

Signature

Date: _____