

Position Title:	Warehouse Manager	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The Warehouse Manager is responsible for the management of staff, processes and systems for <i>(INSERT COMPANY NAME)</i> . They ensure productivity targets are met and maintain computerised administration and automated storage and retrieval systems. They are also responsible for ensuring workplace health and safety requirements are met.			

Key Responsibilities & Duties:
<p>Major Responsibilities include but are not limited to:</p> <p>1. <u>Major Accountabilities</u></p> <p><i>(Generic Responsibilities)</i></p> <ul style="list-style-type: none"> • Recruiting and training staff • Monitoring the performance and progress of staff • Motivating, organising and encouraging teamwork within the workforce to ensure set productivity targets are met • Overseeing stock control and processing orders • Ensuring quality, delivery budget and environmental objectives are met • Responding to and dealing with customer communication by email, fax and telephone • Planning future capacity requirements • Overseeing the planned maintenance of vehicles, machinery and equipment <p><i>(OHS Responsibilities)</i></p> <ul style="list-style-type: none"> • Maintaining standards of health and safety, and security in the work environment by ensuring all OHS requirements are met • Ensuring all activities are conducted in accordance with all OHS requirements • Ensuring Safe Work Instructions are complied with at all times • Implementing and reviewing the company's Site Safety Management Plan • Implementing and following the company's policies and procedures <p>2. <u>General:</u></p> <ul style="list-style-type: none"> • Meet attendance requirements • Work without constant supervision • Be effective in meeting deadlines • Produce accurate and quality work • Achieve improved business performance • Meet all requires of employment contract • Implement company policies as required <p>3. <u>Working Relationships</u></p> <p>Internally this position works with:</p> <ul style="list-style-type: none"> • • <p>Externally key working relationships are with:</p>

<ul style="list-style-type: none"> • •
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Key Competencies
<ul style="list-style-type: none"> • Forklift licence and relevant experience • Driver's license • Previous experience as a warehouse manager or supervisor • Ability to meet deadlines • Excellent time management and organisational skills • Stronger computer skills

Agreement
<p>I have read this Position Description and confirm that:</p> <ul style="list-style-type: none"> • I fully understand the content and agree that it forms the basis of my employment at UBT • I understand that the company may change the Position Description from time to time to suit the needs of the business <p>Signed Employee.....Date:.....</p> <p>Signed Manager:.....Date:.....</p>