

   SALTWATER WINE STORMRIDERS RED HERRING BOARD COLLECTIVE	POSITION DESCRIPTION -Distribution Centre Assistant Manager-
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Department:	Distribution Centre	Award:	Storage Services & Wholesale Award 2020
Reports To:	• DC Manager • Operations Manager • eCommerce & Systems Manager	Location:	Port Macquarie

Primary Purpose of Position:

To assist in all areas of the Distribution Centre in an accurate, timely and professional manner ensuring that Wilson Retail stores and channels maximise all inventory opportunities and that the Distribution Centre operates at a highly efficient and productive level. When requested, perform all functions in the absence of the Distribution Centre Manager.

Key Relationships:

Internal:	• DC Manager • DC Staff • Head Buyer / Ladies Buyer / Hardgoods Buyer • eCommerce & Systems Manager • Retail Sales and Operations Manager • Store Support Managers • Store Managers & Shop staff • Marketing & VM Managers • Support Office Manager • Managing Director
External:	• Supplier's Representatives • Supplier Customer Service department • Couriers/Depot

Key Responsibilities & Duties:

Distribution/Administration

1. Generate Goods In / Allocations in an accurate and timely manner as per planning and distribution schedule.
2. Ensure that planning for following week's delivery schedules are fully understood and communicated by Friday midday for the following week
3. Ensure suppliers and freight forwarders are meeting delivery requirements to both Distribution Centre and to stores.

4. Ensure the accuracy of all shipping documents. Gather and maintain all data records relative to shipping activities
5. Implement and maintain time management procedures for all work processes to improve efficiencies and productivity
6. Respond promptly to all correspondence received – faxes, emails and phone calls.

Inwards Goods

1. Ensure all delivery cartons are counted correctly and all consignment notes are signed and dated on receipt, advising the driver of any discrepancies before they leave the premises
2. Coordinate unloading of inbound shipments, orderly stacking of product
3. Sorting and prioritizing of invoices required for early payment.
4. Ensure that the receipt of inward goods is received in an accurate, orderly and timely manner.
5. Prioritize and process special orders, customer orders and hardware orders.
6. Ensure excess stock is clearly labelled and stored appropriately
7. Maintain records that allow for staff accountability for all picked and allocated merchandise

Picking/Packing

1. Check product Barcodes and prices to ensure they match those on Goods In / Allocations
2. Maintain records that allow for staff accountability for all picked and allocated merchandise
3. Report discrepancies to the buyers.
4. Ensuring that all store deliveries are consistently accurate to the Delivery Notes (DN's)
5. Replenishment stock to be picked for all branches including separating and marking cartons accordingly

Outward Goods

1. Where required, pick and process all outbound shipments to an excellent standard
2. Ensure that all cartons are accurately labelled
3. Prepare and process documentation for store deliveries

Discrepancies

1. Update any Discrepancies / delivery issues from previous Store stock deliveries
2. Action Discrepancy returns and adjustments in a timely and accurate manner

Returns / Faulty Goods / Incorrect Deliveries

1. Ensure that Returns / Faulty Goods procedure is followed
2. Ensure that all Returns / Faulty Goods are processed and completed in a timely and accurate manner
3. Ensure that Return Authorizations (RA's) are received and recorded accurately
4. Follow Freight Company returns procedures

Stocktake

1. Assist with Distribution Centre stock takes both annually and rolling ensuring a consistently high standard of accuracy
2. Assist In coordinating all store stock takes, both annual and rolling stock takes.
3. Report variance and shrinkage results for the warehouse.

Point of Sale / VM Material / Marketing & Promotional Product

1. Ensure when any VM material, point of sale or Marketing & promotional product is received the relevant manager (VM Manager or Marketing Manager) is informed and items are then delivered in good condition to them at Head Office or elsewhere as instructed by them.
2. Ensure the safe storage of any VM racking and POS in a designated section of the warehouse.

Workplace Health & Safety

1. Assist the manager to ensure a safe workplace by regularly monitoring work areas for potential hazards.
2. Discuss WH&S issues with staff and action where necessary.
3. Assist the manager to perform quarterly safety audits reporting results to Operations Manager and actioning where necessary.
4. Warehouse Presentation Checks to be completed monthly and reported to Operations Manager and Brand & Product Manager.
5. Operations report to be filled out weekly and reported to the Operations manager.

Communication

1. Communicate with DC Manager, Stores, Management, Suppliers and Freight Companies in appropriate and professional manner representing Wilson Retail best interests in all communication
2. Attend meetings that allow for effective management of the Distribution Centre as required with DC Manager/DC Support

General

1. Assist in maintaining a clean, tidy and safe working environment at all times
2. Work within and to all expense and performance budgets assigned to the Distribution Centre operation
3. Assist with the effective and regular removal of waste and refuse material
4. Establish and implement procedures to eliminate stock loss and theft from the Distribution Centre environment
5. Perform additional duties as required.

Other

1. Other tasks may be assigned from time to time which contribute to the overall success of the company, including projects such as managing integration of acquisitions and new stores into the business structure.
2. Ensure communication channels are effectively used regularly across the business.
3. Identify, analyse and recommend opportunities for continuous improvement of the business.
4. Ensure that improvement in process efficiencies are identified and acted upon in an innovative and value adding manner.

Personal Competencies:	• Absolute honesty. • Shows urgency. • Very customer focused. • Very sales focused. • Strong team player. • Outstanding communication skills. • Positive outgoing nature. • Attention to detail. • Planned and organized. • Results driven. • High work ethic, action oriented and motivated • Has strong, logical problem solving skills. • High standard of personal presentation with a positive outgoing nature. • Possesses professional business acumen, uses sound business judgment in all situations. • Behaviour consistent with Wilson Retail P/L values.
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