

# Position Description

## Position Title: Warehouse Associate

Reporting to	Logistics Manager
Direct Reports	NIL
Liaises with internally	Managing Director, Administration, Workshop, Engineers
Liaises with externally	Customers, Stakeholders
Purpose of the Position	The Warehouse Associate is responsible for maintaining John Valves stores and inventory. You must be a highly organised and motivated individual who holds a current driver's licence and forklift licence. You will be responsible for, but not limited to managing John Valves stores and inventory in meeting the requirements of the production schedule and customer demand.
Essential Criteria	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, both orally and in writing</li> <li>• Demonstrated ability to establish effective and cooperative working relationships built on trust</li> <li>• Excellent organisational and time management skills</li> <li>• Comfortable making decisions independently</li> <li>• Ability to manage a wide range of relationships with a variety of stakeholders</li> <li>• Current drivers licence &amp; Forklift Licence.</li> <li>• Valve Manufacturing knowledge or relevant industry experience desirable</li> <li>• Communication skills and the ability to prioritise work</li> <li>• Ensuring compliance with OH&amp;S policies</li> <li>• Maintaining a safe and clean workspace</li> </ul>
Behaviours Required	<ol style="list-style-type: none"> <li>1. RESPECT – We value all people, opinions, abilities and qualities</li> <li>2. INTEGRITY – Trust our service, people and products</li> <li>3. TEAMWORK – Where Everyone Wins</li> <li>4. CUSTOMER FOCUS – Your happiness is our success</li> <li>5. TRANSPARENCY – Dealing honestly and fairly with everyone</li> <li>6. QUALITY – Do it Once; Do it Right</li> </ol>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Working well as a team member</li> <li>• Punctuality</li> <li>• Prioritising work in step with any issues that arise</li> <li>• Ability to complete an assigned task within the required time frame</li> <li>• High attention to detail</li> <li>• Compliance with all John Valves systems, standards, policies, and procedures</li> </ul>

## Tasks and Responsibilities

### For the Workplace

- Adhere to human resources policies including anti-discrimination, harassment, bullying and victimisation policies
- Adhere to workplace health and safety policies and proactively contribute to maintaining a safe and clean work environment
- Display a positive attitude and be an active member of the team
- Treat others with respect
- Follow direction provided by senior members of the team, where authorised

## Key Responsibilities for the Role

- Excellent work ethic
- Microsoft Office computer package knowledge
- Previous experience in a warehousing role
- Knowledge of the practical management of Occupational Health and Safety and the ability to comply
- Be able to meet production deadlines, work under pressure and be accountable for assigned work
- Excellent numeracy and literacy skills
- High attention to detail
- Strong communication skills
- Have the ability to work as part of a team and supervise staff if required
- Perform receipt and despatch of goods in an accurate manner
- Stock control and stock check through regular cyclical stock takes to ensure stock levels are inline with production requirements
- Establish clear expectations and demonstrating high standards of work practices and safety conscious behaviour
- Maintaining and controlling the location of pattern equipment
- Packaging of finished product ready for despatch
- Other duties as required during the operation of the business

## Key Competencies

- Mechanical aptitude for workshop duties desirable
- Good verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work unsupervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisation skills, with ability to prioritise and follow through
- Foster a trusting, inclusive and mutually supportive environment and treat each individual with dignity, integrity and respect
- Contribute to a culture that promotes the safety and wellbeing of all employees.

## Standard Management

- Strict compliance with all John Valves systems, standards, policies and procedures
- Promoting safety and risk management initiatives at all times
- Ensure activities meet with and integrate with organisational requirements for; expected workplace behaviours, quality management, health and safety, legal stipulations, environment policies and general duty of care
- Comply with Occupational Health and Safety standards in accordance with OH&S manual.

This Position Description is intended to describe the general nature and level of work that is to be performed by employees assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this Position Description may be changed at Company discretion and activities may be added, removed or amended at any time.

I acknowledge the duties set out in the Position Description above and understand that the Position Description and duties may alter from time to time to suit the needs of the business.

**Name:**

**Signature of Employee**

**Date:**