

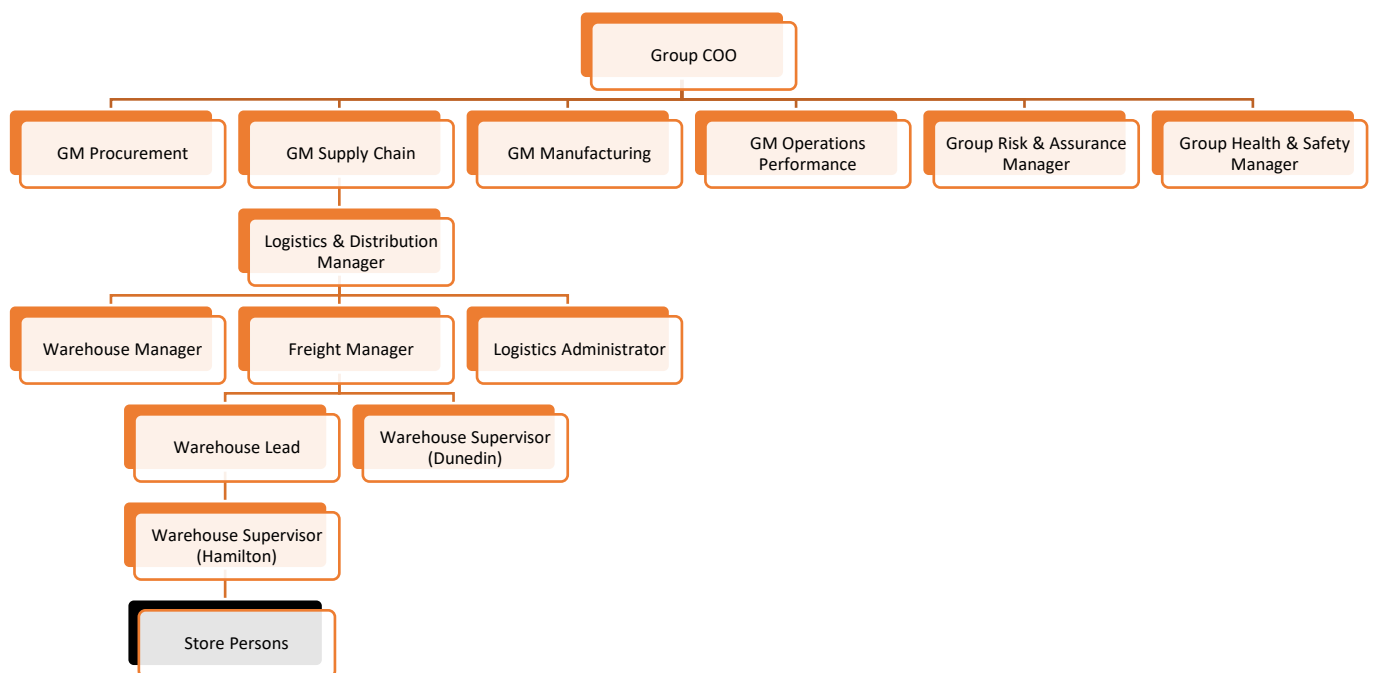
POSITION DESCRIPTION

Position Title: Store Person – Logistics/Manufacturing	Direct Manager: Supervisor or Manager	
Budget Responsibility: Nil	Direct Reports: Nil	Indirect Reports: Nil

WHAT YOU'RE HERE TO ACHIEVE

Key purpose: To provide effective support in the dispatch of our outbound customer orders. Following established systems and procedures within the agreed timeframes to ensure our customers receive the right goods at the agreed time.

WHERE YOU'LL FIT IN #TEAMGALLAGHER



WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
Team Leader's and other Stores Team Members	As required

WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
Stores Responsibilities	<ul style="list-style-type: none"> ● Stores duties as requested, ● Service production lines in an efficient, timely and accurate manner,
Key Performance Indicators	<ul style="list-style-type: none"> ● Focus on Continuous improvement and making current processes better, ● Carry out any other duties as and were deemed necessary from time to time, ● Adherence to Gallagher Group Health and Safety policies and procedures, ● Conduct General Housekeeping daily, ● Demonstrate the ability to work independently and as a member of a team, ● Effectively Communicate with Supervisors, Team Leaders, Management, Sales Order Management for Gallagher Security Management and Animal Management and Logistics Team, ● Staff must adhere to all contractual obligations (e.g. time keeping), ● Adhere to performance Objectives / Expectations, ● All unplanned leave must be reported in a timely manner on the day of absence, you are required to pass on the following information when absent, Reason for absence, Date of return to work and contact details, ● Communicate with the Logistics Manager / Supervisor / Team Leader if for any reason you are unable to complete any assigned tasks within the allocated time frames.

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

HOW YOU'LL BE DOING IT

Qualifications and / or Experience:

- A minimum of 3 years Stores/Distribution experience within a Lean Manufacturing environment, including:
 - Receiving and storage of goods,
 - Inventory control - Putaways, Traditional picks, Bulk picks, Flexi line checks,
 - Facilitating a Kanban system,
 - Order fulfilment,
 - Requisition processing.
- A current F class endorsement, valid OSH certificate L5, Counterbalance forklift license L3, Bendi forklift license L5, Wave license for pick/pack replenishment at height.
- Proven experience managing requirements through MRP, liaising between customers, suppliers, stakeholders, and resolving order issues tactically.
- Proven advanced experience and skills using:
 - SAP,
 - Power BI for generating reports, generating vendor forecasts, and improving operational efficiency.
- A related qualification in Operations and Production Management – at least Diploma level

Skills / Competencies:

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By: People Advisor – Centers of Excellence



- Proven ability to prepare all relevant export documentation and work with freight partners,
- Proven ability of providing training and mentoring to new staff,
- Ability to strengthen partnerships with key stakeholders through maintaining a high degree of trust and integrity,
- Ability to work unsupervised,
- Ability to follow and implement Gallagher Group directives and procedures,
- Effective time management skills to ensure completion of all assigned tasks,
- Proven communication skills (verbal and written),
- Mathematical ability,
- Organizational and planning skills,
- Physical abilities: While performing the duties of this role, the employee is required to sit, stand, walk, use hands and fingers, handle, or feel, reach with arms and hands, and talk and hear,
- The employee must occasionally lift boxes up to a maximum weight of 25 kilos,
- A team player,
- Highly organized,
- Clear and competent verbal communication skills,
- Reasoning ability: Ability to be resourceful within the requirements of the role, deal with minor issues, define problems and be creative in finding solutions.

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

