



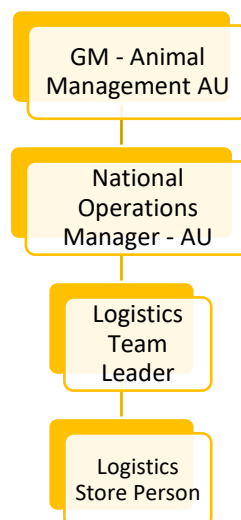
## POSITION DESCRIPTION

<b>Position Title: Logistics Store Person</b>	<b>Direct Manager: Logistics Team Leader</b>	
<b>Budget Responsibility: Nil</b>	<b>Direct Reports: Nil</b>	<b>Indirect Reports: Nil</b>

### WHAT YOU'RE HERE TO ACHIEVE

**Key purpose:** The primary responsibility of the Logistics Store Person is to contribute towards effective warehouse operations, maximizing benefit to customers of the Gallagher Customer Support Package.

### WHERE YOU'LL FIT IN



### WHO YOU'LL BE WORKING WITH

<b>INTERNAL RELATIONSHIPS</b>	<b>EXTERNAL RELATIONSHIPS</b>
Customer Service Team, Customer Support Team, Marketing	Transport Providers, Receiving Customers

### WHAT YOU'LL BE DOING

<b>Key Accountability</b>	<b>Outcomes/ Expectations</b>
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<b>Sales order preparation and dispatch</b>	<ul style="list-style-type: none"> <li>• Order pick and pack, prepare for dispatch</li> <li>• Validation and receipt of inbound goods</li> <li>• Stock sub assembly</li> <li>• Warehouse housekeeping</li> </ul>
<b>Operate actively as part of the greater Gallagher Australian team</b>	<ul style="list-style-type: none"> <li>• Provide support to other team members as and when required</li> <li>• Participate in the implementation and achievement of team objectives and action plans</li> <li>• Actively participate in team meetings</li> <li>• Assist in supporting team events and ensuring that peers act responsibly and professionally</li> <li>• Ensure that dress standards are maintained at an expected level resulting in a professional representation of the Company</li> <li>• Ensure that behaviour and activities are maintained in terms of policy</li> <li>• Be prepared to share knowledge and experience to all team members both individually and at team meetings to assist the team meet overall objectives</li> <li>• Ensure that confidentiality is respected and maintained to ensure that no one person is disadvantaged and to ensure that a competitive advantage is maintained at all times</li> </ul>
<b>Comply with Gallagher Administration Policy</b>	<ul style="list-style-type: none"> <li>• Maintain all company tools of trade in a safe and professional condition</li> <li>• Complete all administrative functions in a timely and professional manner in terms of policy</li> </ul>
<b>Meet Service Level KPIs</b>	<ul style="list-style-type: none"> <li>• Inbound / Outbound product and order flow within designated service levels</li> </ul>

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

## ORGANISATIONAL COMPETENCIES

### Customer Inspired

Our customers are the focus of all our decisions and actions. Our goal is to provide them with the best products, service and profitability.

### Relentless Innovation

We strive for excellence through continuous improvement. We constantly explore ways to ensure our long-term competitive advantage with the lowest cost structure.

### Outstanding Quality

To achieve customer satisfaction - quality, fit for purpose, innovative products and services are our committed priority. We make hard decisions in the best interests of the Company and its stakeholders in line with The Gallagher Way.

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**Enduring Partnerships**

Integrity is never compromised. All our conduct must be personally and socially responsible. We treat each other with trust and respect. Staff empowerment, responsibility and progression are core to our success.

**Health and Safety**

Employees are expected to willingly co-operate in the objectives of making Gallagher a healthy and safe environment to work in. Therefore, employees are required to observe and practice safe work methods, report any near misses, accidents or hazards immediately.

## HOW YOU'LL BE DOING IT

**Qualifications and Experience**

- High Risk Work Certificate (Forklift truck)
- Stores Experience

**Knowledge, Skills and Abilities**

- Basic Literacy
- Basic Computer Skills
- Level of physical fitness required as manual lifting from ground level, bending and moving items up to and around 20kgs from ground to waist level required.

**Key Success Factors**

- Keeping our customers, internal and external, as the focus of all decisions and actions.
- Always looking for opportunities to do things better, smarter and faster.
- Delivering high quality work.
- Developing close working relationships with Managers, Project Managers and Team Leaders within the business unit and relevant people from other departments.
- Communicating in an open and transparent manner.
- Treating everyone equally with trust and respect.
- Taking responsibility for actions and decisions.
- Making decisions in the best interest of the company, its stakeholders, in line with the Gallagher values



## WHO WE ARE

### OUR ORANGE DNA

#### WHAT WE DO

We are global leaders in the innovation, manufacture and marketing of products and services in animal management, security and fuel systems.

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#### WHY WE DO IT

To redefine what's possible for our customers.

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#### HOW WE ACHIEVE IT

BRILLIANT  
SIMPLICITY

#### HOW WE BEHAVE

The Gallagher Way

We are **CUSTOMER INSPIRED**

Our customers are the focus of all our decisions and actions. Our goal is to provide them with the best products, service and profitability.

We are **RELENTLESS INNOVATORS**

We strive for excellence through continuous improvement. We constantly explore ways to ensure our long term competitive advantage with the lowest cost structure.

We are committed to **OUTSTANDING QUALITY**

To achieve customer satisfaction - quality, fit for purpose, innovative products and services are our committed priority. We make hard decisions in the best interests of the Company and its stakeholders in line with The Gallagher Way.

We build **ENDURING PARTNERSHIPS** with our customers, staff and the community

Integrity is never compromised. All of our conduct must be personally and socially responsible. We treat each other with trust and respect. Staff empowerment, responsibility and progression are core to our success.