



Position Title	Warehouse Assistant	Reports To	Operations Director
	(08/03/2021)		
Key Relationships	Estimation & Scheduling Team	Territory	AU
	Operations & Dispatch Team		

Key Activities & Responsibilities		KPI's and SLA's	
Purchase order follow-up		3 days & 1 day before they are due	
Receipting of PO's		Within 24 hours. Monitor Supplier IFOT & Lead Times - monthly.	
Picking orders & Packing		Within 4 hours	
Inventory usage & Storage		Use stock before reordering	
Documentation processing / System maintenance		Process followed accurately	
QA checking and processing		Check items before processing, in or out.	
Shipping & Freight coordinating		Cost & time effective options used	
Coatings & Freight PO coordination with Admin		Cost & time effective options used	
Dispatch Schedule management		Daily. Complete before leaving for the day.	
Dispatch		Efficiency	
Job closing & materials issue in system		Attention to detail daily	
RMA & DMR processing		Within 24 hours	
Production consumables reorder through Purchasing		Monitor weekly/monthly and action	
Trouble shooting & QA or Problem solving as required		Only major issues escalated	

Skills & Qualifications	Last rank	Current rank	Next Training
Telephone confidence, ability & manners			
Project Coordination ability			
Manual handling willingness			
Forklift licence			
Technical drawing interpretation			
IT system utilisation			

Quarterly VIGS			
Q4 2020	Q1 2021	Q2 2021	Q3 2021
<ul style="list-style-type: none"> Spend first week in Dispatch Spend 2nd week in Estimating & Purchasing Spend 3rd week with Scheduling & Shipping Document re-order lists and stock control measures for system integration 	<ul style="list-style-type: none"> Continuous improvement 		

Position Description	Revision Due	May 2021
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