



## HAMILTON ISLAND POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE:</b>	Receiving Administration Officer	<b>LOCATION:</b>	Hamilton Island
<b>DIVISION:</b>	Logistics and Procurement	<b>DIRECT REPORTS:</b>	Nil
<b>REPORTS TO:</b>	Procurement System Manager	<b>INDIRECT REPORTS:</b>	Nil
<b>DATE PREPARED:</b>	September 2012		

### JOB PURPOSE

Responsible for, and involved in, the unloading of goods. Ensuring goods are received correctly and the accurate manual collation of delivery documentation in preparation for data entry of deliveries into the Inventory Management System, in strict accordance with company procedures.

### JOB RESPONSIBILITIES (NOT LIMITED TO)

- Manual collation of Delivery Dockets, Invoices, Goods Received Notices for processing, as required, of all deliveries against company purchase orders into the Inventory Management System
- Ensure that stock is received accurately, replenishment and rotation is correct to avoid stock outages and minimise wastage
- Data entry of all Receivables, Transfers in and out of warehouse through the Inventory Management system on a daily and timely basis and is in accordance with the Hamilton Island Enterprises Limited company accounting standards
- Liaise with warehouse staff to ensure delivery of goods are accounted for, checked for quality, signed off against
- Collate system delivery dockets and purchase orders for forwarding to Accounts Payable, Sydney
- Ensure the processing of unit of receipt on purchase orders "as delivered and accepted by operational departments", price changes in accordance with tolerance and authorization procedures, general ledger code verification, and verification of authorization and limits
- Expedite orders to ensure deliveries are received according due date, maintain and update delivery due dates to reflect correct timings
- Ensure all outstanding PO's are maintained updated to improve data integrity for effective replenishment planning
- Respond as necessary to general enquires relating to supply and delivery of goods to the Island in an efficient and courteous manner
- Through the coordination of the Purchasing and Warehouse Manager, seek electronic approval in the event of exceeding pre set tolerances from the originating party
- As Required, Initiate the credit process, in conjunction with Purchasing Officer/s, for either credit or return of goods due to poor quality, incorrect goods delivered, oversupply or unsatisfactory items

### EXPERIENCE & QUALIFICATIONS

- Previous warehouse and stores experience within a transport or logistics field (Essential)
- Strong administration skills for processing of all transport notes (Essential)
- Sound computer skills (Essential)

### PERSON SPECIFICATION/SKILLS

- Team Player
- Positive Attitude
- Presentation and interpersonal skills

## KEY WORKING RELATIONSHIPS

- All Departments
- Suppliers
- Contractors
- HIE Executive Team and Stakeholders