

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Storeperson / Driver	LOCATION:	Hamilton Island
DIVISION:	Logistics and Procurement	DIRECT REPORTS:	Nil
REPORTS TO:	Warehouse Manager	INDIRECT REPORTS:	Nil
DATE PREPARED:	September 2012		

JOB PURPOSE

Responsible for the loading, unloading of goods both inwards & outwards. Checking for accuracy of received goods. Distribution and transportation of equipment for the Island ensuring safe operating practices, timeliness and duty of care at all times.

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Responsible for loading and unloading trailers of palletised goods into the store
- Breakdown, restack and timely distribution of goods throughout the Island ensuring careful handling of goods at all times in line with Food Safe Regulations
- Ensure that stock is received, replenished and rotation is correct to avoid stock outages and minimise wastage
- On the completion of in-house training, to have an acceptable level of understanding of the computerised Inventory Management System
- Ensure that a high level of vehicle utilisation is maintained on appropriate deliveries
- Maintain a high level of customer service to both internal and external clients
- To assist in deliveries where appropriate and liaise with concessionaires on minor delivery issues
- To ensure that the housekeeping standards both in and outside the warehouse are maintained at the highest possible standards and that all vehicles are maintained in a clean, operational and roadworthy manner
- Assists with vehicles refuelling ensuring safe work practices are adhered to at all times

EXPERIENCE & QUALIFICATIONS

- Forklift licence (Essential)
- Qld open / unrestricted manual drivers licence (Essential)
- MR, HR, HC or MC truck licence (Essential)
- Previous Transport and Logistics experience (Essential)
- Dangerous Goods License & Food Safety Certificate (Desirable)

PERSON SPECIFICATION/SKILLS

- Team Worker
- Positive Attitude
- Excellent communication skills
- Good attention to detail

KEY WORKING RELATIONSHIPS

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