

Position Description:

Position title:	Warehouse Team Member
Reports to:	Warehouse Team Leader
Location:	NZ Distribution Centre

Dimensions:	Direct Reports: Nil Financial Authority: As per Power Farming Matrix
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Purpose:	Support the smooth and efficient operation of the Warehouse to meet the needs of our customers
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Accountabilities:	<ul style="list-style-type: none">• Ensure all customer orders are despatch in line with National Parts Terms & Conditions• In line with National Parts Terms & Conditions ensure the fastest but most cost efficient form of transport is used for outwards goods• Inwards goods are receipted in and put away in manner that supports stock integrity• Assist with Stock-take and associated procedures• Identify all issues that impact stock integrity and report to Warehouse Team Leader, enabling implementation of procedures that correct and prevent recurrence• Dealer returns processed without delay but in accordance with National Parts Terms & Conditions• Ensure housekeeping is to a high standard “at all times”• Comply with Power Farming’s quality, environmental and health and safety procedures so as to proactively develop a culture of, continuous quality improvement and the provision of a healthy and safe workplace, ensuring that all practical steps are taken to meet current Worksafe NZ requirements.• Provide professional and ethical behaviour in your actions ensuring compliance with legislation and industry standards.• Ensure you are familiar with and comply with all organisational policies and procedures.
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The previous statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent

Key relations:

- All warehouse employees – create a team environment
- Couriers and Cargo Carriers – Maintain a professional relationship
- Warehouse Team leader – take direction from and provide feedback to
- Warehouse Customers – Provide a professional relationship
- Power Farming Team

Person Specification:

	Essential:	Desirable:
Skills and knowledge:	<ul style="list-style-type: none"> • Good understanding of systems and processes • Head for numbers • Process driven 	<ul style="list-style-type: none"> •
Qualifications required:	<ul style="list-style-type: none"> • NCEA level 2 or equivalent qualification or experience 	<ul style="list-style-type: none"> •
Key competencies:	<ul style="list-style-type: none"> • Customer orientated • Self-motivated • Ability to plan work load to achieve daily requirements of the warehouse • Employs best practice • Is aware of health and safety • Eye for Detail • Presentable and professional 	
Work experience:	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Previous warehouse/stores experience

Approved by:	David Pritchard	Date:	Oct 2021
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