

<b>JOB TITLE</b>	Load Manager	<b>LOCATION</b>	Head Office (will be required to travel)
<b>JOB GRADE</b>	MGT Level 3	<b>DEPARTMENT</b>	Transport and Warehouse
<b>REPORTS TO (Title only)</b>	Director Logistics and Procurement Mgt.	<b>DATE</b>	20 April 20 --

### Company Overview

John Readings Pty Ltd is an Australian multi-national company trading under the name Readings. Its primary business is in bricks and mortar general bookselling however, over recent times and, in line with online service provision, it has purchased a large, state of the art warehouse in Laverton VIC that supports a number of strategically located DC's in Australia and globally. The company currently has over 850 stores located across Australia and New Zealand with a further 20 stores planned to open later this year in Asia.

Laverton has easy access to road, air, sea and rail transport options with both Avalon and Tullamarine Airports within easy reach and the Docklands precinct for air cargo. Reads is currently also expanding into China, Japan and India.

At Reads, we're passionate about our people and profession and are investing in all areas of our business, so the opportunities to make an impact based on your interests, skills and talents have never been greater. If you have a focus on customer satisfaction, teamwork, and enjoy the free exchange of ideas, consider joining our team.

### Summary

Overall accountability for day to day load planning execution of truck (TL, LTL) and airfreight, parcel shipments for a specific customer distribution/retail/customer location.

- Coordinate daily load planning for all modes of transportation - truck, air, and parcel operations - reviewing and making recommendations for operation improvements,

- Work with distribution centre, operations manager, schedulers and supply planning, to optimise customer service, inventory levels and operational efficiencies,
- Manage carrier selection and timely dispatch of outbound, inbound, retail store customer orders and transfers from retail outlets, warehouse and DC,
- Resolve any dispatch or delivery time issues with warehousing and transportation partners,
- Coordinate daily load planning and partnering with customer service and warehousing, to ensure on time pick-up and delivery,
- Coordinate expedited truck deliveries,
- Ensure all delivered freight is picked up on time and zero no shows at retail stores, supporting weekend operations,
- Collaborate with all operation groups to provide performance feedback on transportation and warehouse suppliers,
- Manage excess of 100-150 operational daily e-mails.

### **Essential Duties and Responsibilities (list by order of importance)**

The qualified candidate must be able to multi task and work under a demanding, fast-paced environment.

- Working among a diverse work force and being able to communicate clearly verbally and in writing,
- Be able to work across inventory, transportation, and warehouse work streams to constantly improve work flows and on-time pick-up and delivery,
- Be able to understand and coordinate truck load planning in a transportation management system (TMS),
- Follow up on loads tendered, to ensure on time pickup and delivery damage free,

- Coordinate mini-van fleet demand planning, able to understand and allocate private fleet by origin demands,
- Coordinate warehouse execution plan, along with warehouse score carding for destination performance,
- Inventory control analyst (ICA) liaison coordinating warehouse replenishment orders (WRO's), issue status reports,
- Weekend support for tracking loads upon management scheduling and requests,
- Must understand financials of transportation and impact on department P&L to make effective current and future operational decisions.

### Minimum Qualifications/Requirements

To perform this position successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Required education, knowledge, skills and abilities: (indicate if preferred or required)

- Minimum Diploma in Transportation/Logistics Management, and/or five-seven years operational experience,
- Extensive knowledge and understanding of inventory, transportation operations within multiple industries a plus,
- Knowledge of MS Office to include Excel and Access is necessary,
- Strong organisation, problem solving and communication skills as well as team leadership and effective employee relation skills are necessary,
- Proactive, critical thinking and follow up organisation skills are necessary,

- The ideal candidate will have the ability to multi task and interact with internal and external customers,
- Able to read and comprehend inventory strategy, truck and air transportation, legal documents, i.e. bill of lading, contracts, tariff pages etc. and knowledge of all relevant legislation and industry regulations as they apply.

*NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.*