JOB TITLE	Warehouse Manager	LOCATION	Laverton VIC
JOB GRADE	MGT Level 3	DEPARTMENT	Transport and Warehouse
REPORTS TO (Title only)	Director Logistics and Procurement Mgt.	DATE	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

As the warehouse manager for our new Laverton Facility, your job will be to oversee the efficient receipt, storage, value-adding servicing, retrieval and timely dispatch of goods in a safe and healthy work environment. The goal is to ensure productivity targets are achieved and that all warehouse processes run smoothly and promptly.

Responsibilities:

- Strategically manage the warehouse in compliance with the company's policies and vision,

- Oversee receiving, warehousing, distribution and maintenance operations,

- Setup layout and ensure efficient space utilisation,

- Initiate, coordinate and enforce optimal operational policies and procedures,

- Adhere to all warehousing, handling and shipping legislation requirements,

- Maintain standards of health and safety, hygiene and security,

- Manage stock control and reconcile with data storage system,

- Prepare annual budget,

- Liaise with clients, suppliers and transport companies,

- Plan work rotas, assign tasks appropriately and appraise results,

- Recruit, select, orient, coach and motivate employees,

- Produce reports and statistics regularly (IN/OUT status report, dead stock report etc.),

- Motivate, organise and encourage teamwork within the workforce to ensure set productivity targets are met,

- Train and monitor staff performance and progress,

- Communicate with other departments, staff groups and customers.

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,

- Proven warehouse management experience,

- Expertise in warehouse management procedures and best practices,

- Proven ability to implement process improvement initiatives,

- Strong knowledge of warehousing key performance indicators (KPIs),

- Hands on experience with warehouse management software and databases,

- Ability to use MS Office Suite including Excel and Access,

- Leadership skills and ability manage staff,

- Strong decision making and problem-solving skills,

- Excellent communication skills.

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.