

<b>Position Summary:</b>		
Position Title	Part Time Warehouse Assistant	
Position No.		
Function	Total Tactilez	
Location	Auckland	
Reports to	Sales & Finance Director	
No. direct reports	0	
This PD was last reviewed by:	HR Manager	
<b>Purpose:</b>		
Safely manage the storage and safekeeping of our Total Tactilez products, ensuring receipt of incoming goods and dispatching orders within the required due dates , in accordance with Company policies and operating procedures and NZ Legislations. This role is 20 – 25 hours per week.		
<b>Expertise</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience/ Knowledge</b>		
<ul style="list-style-type: none"> <li>NCEA L1</li> <li>Experience in receipt and dispatch</li> </ul>		X X
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Full drivers licence</li> <li>Forklift licence</li> </ul>	X	X
<b>Skills / Abilities</b>		
<ul style="list-style-type: none"> <li>A good level of physical fitness</li> <li>Able to work quickly and methodically</li> <li>Good organisational skills</li> <li>Basic computer skills</li> <li>A safety-conscious attitude to work</li> </ul>	X X X X X	

<b>Decision Making Authority &amp; Mandatory Obligations</b>	
Decision Making	<ul style="list-style-type: none"> <li>Act in accordance with any delegations for this role</li> </ul>
Ethics & Compliance	<ul style="list-style-type: none"> <li>Acknowledge, understand and comply with the Code of Conduct and comply with all Company Policies and Procedures</li> </ul>
Operations	<ul style="list-style-type: none"> <li>Receiving, checking, recording, organising and storing stock as it is received.</li> <li>Taking inventories of stock and products, ensuring that they are safely and properly stored.</li> <li>Dispatching and loading goods out of the warehouse as they fall due</li> <li>Preparation of orders including, cutting, packing, sorting</li> <li>Assisting any customers that visit</li> <li>Taking note of damaged or returned products</li> <li>Use supply chain software to optimise operations</li> <li>On occasions, the employee may be required to fulfil tasks outside their job description due to unforeseen circumstances.</li> </ul>

Safety	<ul style="list-style-type: none"> <li>• Comply with all national, legal and all other stakeholder's regulation, procedures and expectations. This includes CMT Group's Code of Conduct.</li> <li>• Reports on safety near misses and incidents that occur within the yard and where required investigates and support improvement of safety performance.</li> <li>• Always wears florescent clothing when working on site.</li> <li>• The employee must wear correct PPE / Uniform required for their job description</li> <li>• The employee must either attend a weekly toolbox meeting or read and sign the toolbox circulated around the office and record in SHE.</li> </ul>	
Values	<ul style="list-style-type: none"> <li>• Lead by example and live the CMT Group's values. (refer to annexure 1)</li> </ul>	
Risk Management	<ul style="list-style-type: none"> <li>• Promote the use of risk-based thinking and ensure risk management practices are utilised.</li> </ul>	
Leadership and Culture	<ul style="list-style-type: none"> <li>• Through personal example, create and sustain a high performing, positive culture across CMT Group that enables employees to achieve full individual potential through positive leadership.</li> </ul>	
<b>Acknowledgement</b>		
<p>I acknowledge I have read and understand the requirements and expectations of this position. I will carry out the position to the very best of my ability. I accept the responsibilities of the position as outlined above.</p>		
<b>Employee Name:</b>	<b>Signature:</b>	<b>Date:</b>