

**MOSES & SON**

A.B.N 24 000 899 847  
Woolbrokers since 1920  
1-3 Ironbark Street Temora  
PO Box 85 Temora, NSW 2666  
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Website: [www.mosesandson.com.au](http://www.mosesandson.com.au)

**POSITION DESCRIPTION**

POSITION TITLE: **Warehouse/ Truck Driver/Wool Buyer**

DEPARTMENT: West Wyalong  
ACCOUNTABLE TO: Managing Director  
LIASES WITH: All Staff  
REPORTS TO: Managing Director

Objective: Coordinate the smooth operation of the West Wyalong store by providing sound administrative and warehouse support. Service our existing and potential clients with the receipt and dispatch of their wool, in coordination with the Wool Technical Officer. Provide service and advice for the sale of rural merchandise products Adhere to all Moses & Son's policies and procedures.

**Skills and Competencies:**

Wool Classer, Forklift licence, NSW Light Rigid Driver's licence, warehouse experience, sales experience, wool and sheep industry knowledge, wool purchasing.  
General office administration, attention to detail and accuracy.  
Have an understanding of the use and application of animal health and rural merchandise products.

**Responsibilities:****WOOL RECEIPTS:**

- Unload trucks, verify clips from specification sheet.
- Store wool in orderly fashion
- Comply with customer needs and document any non-compliance.
- Partake in wool sampling activities as required.

**ON FARM PICK UPS AND WOOL DELIVERY:**

- Coordinate on farm pickups with Store Manager and client.
- Load truck in a safe manner, ensuring the load conforms to all legal requirements.
- Complete all relevant paperwork in an accurate and timely manner.
- Transport wool bales to and from warehouse where required.

**WOOL PRESS DELIVERIES:**

- Upon notification contact the client and organise the hire and delivery.
- Maintain all paperwork in relation to the hire and delivery of the unit. Report any non-conformances.
- Ensure that regular maintenance and servicing of the units and trailers is completed.

**PRIVATE BUYING:**

- Value and price clips and communicate price with the client.
- Weigh and arrange payment for the client.
- Keep abreast of the current markets adhere to price limits derived from Technical staff (i.e. Quotes ID's sheet for BC).
- Canvass new business

**WOOL PRESSING:**

- Ensure that wool bales are pressed out in accordance with company and industry standards in a timely and productive manner.



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- Ensure that regular maintenance and servicing of the Press is completed.
- Transport wool bales when required.

### MERCHANDISE SALES AND SERVICE:

- Keep abreast of products and their usage to provide sound advice to clients or know where to source the correct information.
- Liaise with the Temora Merchandise Manager to ensure minimum stock levels are maintained.
- Complete all relevant paperwork in an accurate and timely manner.
- Complete periodical stock-takes.
- Ensure the transport, display and storage of product meets all **statutory** requirements.

### ADMINISTRATION

- General office administrative duties.
- Data entry
- Participate in Audits

### WAREHOUSE

- Maintain warehouse equipment and vehicles by either in-house maintenance or coordination of contractors.
- Maintain cleanliness and security of warehouse and grounds.
- Formulate and implement security of warehouse facility. Ensuring daily checks are executed.

### ADDING VALUE TO CLIENTS

- Attend, promote and coordinate client education sessions and field days.
- Represent Moses & Son at industry events.
- Relief support for other staff as required.

### GENERAL

- Abide by Moses & Son's policies and practices as varied from time to time.
- Participate in Moses & Son's performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information.
- Responsible for building and preserving the reputation and high standards of Moses & Son by adhering to the Code of Conduct at all times.
- Contribute to the quality improvement process.

### WORKPLACE HEALTH AND SAFETY

- Moses & Son endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:
- Take reasonable care for their own safety and that of anyone else who could be affected by their actions;
- Responsible for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Moses & Son in any action it considers necessary to maintain a working environment which is safe and without risk to health.